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IDENTIFIERS *Australia

ABSTRACT

This booklet comprises abstracts of 157 works (document numbers 1025-1181) dealing with technical and further education that are available through the Australian Technical and Further Education (TAFE) Clearinghouse system. Included among those materials annotated are works dealing with programs in specific subject areas, access to education, curriculum development and evaluation, the education-to-work relationship, educational planning and policy, educational media, classroom techniques and teaching methods, educational testing, job analysis, job search, a national core curriculum, prevocational education, sexism and sex discrimination, and teacher education. Each entry contains the following elements: a TAFE document number, an accession number, the State of origin of the document, a State clearinghouse accession number, the author(s) and title of the work, its date of publication and publisher, its format, its availability, its price, descriptors taken from the Australian Thesaurus of Educational Terms and the Glossary of TAFE Terms, identifiers not adequately covered in either of these two authorities, and an abstract. Subject and author indexes are provided. (MN)

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TAFE National Centre
for Research
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Initiatives in Technical and Further Education

Number 8

National TAFE Clearinghouse
Australia

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Compiled by the National TAFE Clearinghouse, Australia

D. J. WOOLMAN, Government Printer, South Australia

STATE, TERRITORY AND NATIONAL TAFE CLEARINGHOUSE ADDRESSES

Australian Capital Territory TAFE Clearinghouse
Office of A.C.T. Further Education
P.O. Box 826
Woden 2606 (062) 89 7450

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N.S.W. Department of Technical and Further Education
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P.O. Box K638
Haymarket 2000 (02) 219 9487

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Vocational Training Commission
G.P.O. Box 2056
Darwin 5794 (089) 82 1514

Queensland TAFE Clearinghouse
Division of TAFE
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South Brisbane 4101 (07) 892 1902

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Adelaide 5001 (08) 227 4299

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Hobart 7000 (002) 30 6643

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8th Floor
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Melbourne 3004 (03) 268 7505

Western Australian TAFE Clearinghouse
Technical Education Division
Education Department of W.A.
151 Royal Street
East Perth 6000 (09) 420 4031

NATIONAL TAFE CLEARINGHOUSE
TAFE National Centre for Research and Development Ltd,
296 Payneham Road,
Payneham 5070 (08) 42 7905

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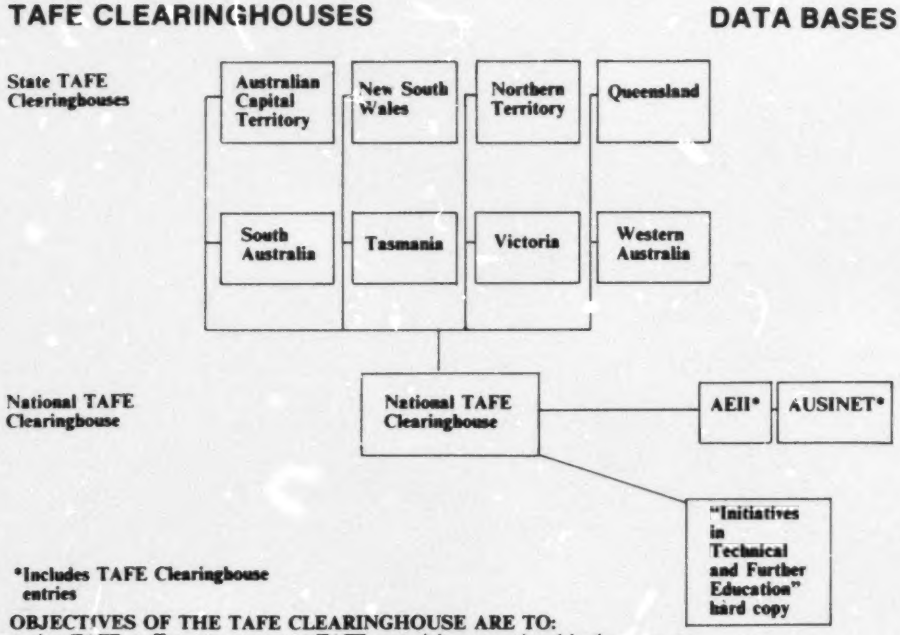
INTRODUCTION

BACKGROUND

The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November 1978. The six State and two Territory Clearinghouses, linked together by the National TAFE Clearinghouse, are responsible for accessing documents and distributing copies of these in response to requests. The National Clearinghouse has responsibility for co-ordinating the system and, in particular, for the entry of information from all accession forms into an on-line computer system, the Australian Information Network (AUSINET), as well as into the present hard copy publication, *Initiatives in Technical and Further Education*. Links with other Clearinghouses, such as the Educational Resources Information Centre (ERIC), have been established also.

The diagram below illustrates the relationship of the State Clearinghouses to the National TAFE Clearinghouse, and to the AUSINET system and the AEII data base.

NETWORK OF TAFE CLEARINGHOUSES



*Includes TAFE Clearinghouse entries

OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis
- encourage new initatives in TAFE
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis
- prevent the duplication of research and other initatives, thus reducing wastage of resources
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

The wide and diverse audience being serviced by the system (e.g. TAFE teachers, counsellors and researchers) has resulted in the following materials being acceptable:

- Research reports/technical reports
- Evaluation studies
- Curriculum materials of an innovative nature, which could include syllabus documents, student materials (including textbooks), teachers' guides, audio visual materials, materials for TAFE teacher education, and tests. (Only a limited number of curriculum materials can be accepted for publication in each issue of this booklet)
- Questionnaires, etc.
- Feasibility studies
- Catalogues of instructural materials
- Bibliographies

Only completed documents are accepted.

HOW TO USE THIS BOOKLET

LOCATION OF DOCUMENTS

Documents can be located by using the Author and/or Subject Indexes. These are arranged in alphabetical order with accession (TD) numbers of related documents listed under each entry.

REQUESTS FOR DOCUMENTS

Once documents have been located by either on-line or manual search, requests may be forwarded to the Clearinghouse in the State or Territory from which the document originated **(see Document Request Form opposite)**, or, where the Clearinghouse is not involved in the distribution, requests may be forwarded, together with payment, if any, to the author/institute concerned.

METHODS OF SEARCHING

The National TAFE Clearinghouse entries are included in the Australian Education Index and the AE11 data base, which is a part of AUSINET. This gives users access to the information through an on-line bibliographic search in addition to the manual search facility provided in this booklet.

Descriptors

TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Australian Thesaurus of Educational Terms*, which constitutes an authoritative list of broad, narrow and related terms applied to the field of education, and the *Glossary of TAFE Terms*. The Australian Council for Educational Research (ACER) continually modifies the list of descriptors during the formation of the Australian Education Index publications while additional modifications are made to suit the particular requirements of the TAFE data base.

Identifiers

Terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the *Australian Thesaurus of Educational Terms*, and for new terms, such as names of specific conferences, which have not previously been used. Both descriptors and identifiers have been used in the compilation of the Subject Index in this publication.

Glossary of TAFE Terms

A *Glossary of TAFE Terms* is being developed by the TAFE National Centre for Research and Development and forms the basis for usage of TAFE terms in publications put out by the Centre. Terms in this Glossary are consistent with those in the *Australian Thesaurus of Educational Terms*.

SEARCH REQUESTS

Some TAFE Clearinghouses are able, on request, to conduct on-line searches for TAFE documents.

HOW TO CONTRIBUTE

You may contribute to the TAFE Clearinghouse System by completing and forwarding a TAFE Clearinghouse Submission Form, together with **two copies** of your document, to the relevant State or Territory TAFE Clearinghouse. Forms may be obtained from your TAFE Clearinghouse, from TAFE Colleges, or may be photocopied from the sample in this booklet.

CLEARINGHOUSE LOAN

Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library Loan.

TAFE CLEARINGHOUSE DOCUMENT REQUEST FORM

- Before requesting a document through the Clearinghouse System, check first whether it is held by your local TAFE College Library or institutional library.
- Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library loan.
- Clearinghouse documents may be obtained by completing and forwarding this TAFE Clearinghouse Request Form to the Clearinghouse *in the State or Territory in which the document originated.*
- Where author(s) or institution(s) are cited in the Availability category of the Document Entry, apply directly to these at the address shown.
- Photocopies of this form may be used for requests for documents.

NATIONAL TAFE CLEARINGHOUSE

DOCUMENT REQUEST FORM

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STATE/TERRITORY CLEARINGHOUSE NO. (e.g. WA 6.4; ACT 4.8) . . . . . .

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TAFE CLEARINGHOUSE SUBMISSION FORM

You may contribute to the TAFE Clearinghouse System by completing and forwarding this TAFE Clearinghouse Submission Form together with two copies of your document, to your State or Territory TAFE Clearinghouses or, in many cases, from TAFE Colleges, or may be photocopied from this photo-reduced sample.

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(in upper and lower case)

PUBLICATION DATE:

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(Personal or Corporate)

PUBLISHER:
(e.g. Institution)
ADDRESS:

PLACE OF PUBLICATION:

SERIES:
(e.g. Discussion Paper No. 3)

ABSTRACT (Brief description not exceeding 150 words. Include purpose, type of study, research sample, source treatment and presentation of data, findings, conclusions, special features, etc.):

NO. OF PAGES, NOTES, etc.:

SUGGESTED KEY WORDS:
(e.g. subjects, places, names)

CONTACT PERSON:
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SAMPLE OF A DOCUMENT ENTRY

TD 1

State Clearinghouse: NSW 1.1

Field L

Panel Beating and Vehicle Painting Trades Courses: report of the Review Committee. New South Wales, Sydney: Dept of Technical and Further Education 1979, 80p.

Format: Hard Copy

Availability: Clearinghouse NSW 1.1

Price: Free

Descriptors: Auto Mechanics (Occupation); Curriculum Development; Educational Needs; Occupational Surveys; Trade and Industrial Education; Vocational Education; postsecondary Education

Identifiers: College Industry Relationship; Panelbeating; Vehicle Painting

Abstract: This report summarises the findings of a review of the Panelbeating Trade Course and the Vehicle Painting Trade Course. The data which form the basis for this study were obtained by analyzing completed questionnaires from 285 firms and organizations, 439 apprentices and 83 teachers. In addition, 14 firms were visited. The report, in examining the industry, focuses on the overlap between the work of panelbeaters and vehicle painters, the training needs of metropolitan and country areas, and liaison between the colleges and the industry. The report then discusses changes which were suggested for the two courses, and the need for short courses and elective subjects. Finally the report lists the recommendations of the Review Committee.

EXPLANATION OF TERMS

TD—Stands for "TAFE document"

Accession Number—An identifying number is sequentially assigned to documents as they are processed by the National TAFE Clearinghouse

State of origin of document

State Clearinghouse Accession Number

Author(s)

Title

Publisher, date of publication and pagination

Format—Specifies type of copy available:
M-fiche = microfiche,
Hard Copy = paper copy

Availability—This indicates the source, i.e. Clearinghouse, author, or institution, from which the document may be obtained.

Price—Information listed is:
Actual price*,
Available on request,
Free.

Descriptors—These are subject terms which characterise substantive content. They are assigned from the *Australian Thesaurus of Educational Terms* and the *Glossary of TAFE Terms.*

Identifiers—These are additional identifying terms for subjects not adequately covered by the *Australian Thesaurus of Educational Terms.* Identifiers are assigned by State and National TAFE Clearinghouses and by AEI. The subject index contains all identifiers and descriptors used.

Abstract—This brief description summarises the contents of the document; e.g. purpose, type of study, research sample, presentation of data, findings, conclusions and special features.

*This is a statement of the cost at date of publication.

DOCUMENT ENTRIES

TD 1025
TAFE National Centre: 8.1

Pulsford T
Collecting technological change information for TAFE. Adelaide: TAFE National Centre for Research and Development, 1984, 45p.
ISBN 086397144X
ISSN 08115648

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 3.00 (Hard Copy)

Series: (Occasional Paper 4)

Descriptors: Curriculum Development, Information Services, Occupational Analysis

Identifiers: Technological Change

Abstract: The purpose of this paper is to stimulate discussion concerning the collection of technological change information within TAFE Authorities. 'Collection of information' is taken to include the identification of the needs for information, and the dissemination of collected and analysed information to those who have the need. The information required by TAFE includes monitoring changes as they occur in industry, as well as anticipating the changes which are likely to occur.

Within TAFE there are a number of areas which require information on technological change. These include teaching, curriculum development, staff development, planning, equipment, personnel, and policy areas.

In this paper, the suggested approach to information collection is to co-ordinate all of an Authority's requirements for information on new technology.

TD 1026
TAFE National Centre: 8.2

Lloyd B
TAFE and the technological workforce in engineering. TAFE National Centre for Research and Development, 1984, 71p.
ISBN 0863971520
ISSN 08115648

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 3.00 (Hard Copy)

Series: (Occasional Paper 5)

Descriptors: Certificate Courses; Engineering Education; Technicians; Terminology; Vocational Education

Identifiers: Trade Technicians

Abstract: Over the past 26 years the author has been part of the interaction between education and engineering, both at the national level and in Victoria. Over the past decade he has become involved particularly in the curriculum and accreditation processes of TAFE in Victoria.

In this paper he examines issues of terminology in engineering within an historical framework.

TD 1027
TAFE National Centre: 8.3

Sandery C (ed)
Perspectives on the future of trade education. Adelaide: TAFE National Centre for Research and Development, 1984, 92p.
ISBN 0863971601
ISSN 08115648

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 4.00 (Hard Copy)

Series: (Occasional Paper 3)

Descriptors: Apprenticeships; Full Time Students; Integrated Curriculum; On The Job Training; Trade Courses

Identifiers: Prevocational (Trade based) Courses; Skills Development

Abstract: This paper records the opinions of ten persons invited to comment on their perceptions of the future roles of TAFE and employers in trade education.

The contributors comprise persons from TAFE, State Training Authorities, and industry (unions and employers). The opinions presented are personal.

The contributors were interviewed by the project officer. The interviews were recorded and the contributors, working from the transcript, then refined their perspective on an optimum approach to trade education in the future.

Some of the issues raised by contributors are: (a) possible options for provision of trade education; (b) changing nature of student population; (c) student selection; (d) attrition; (e) broad-based training; (f) time served philosophy versus competence philosophy; (g) contracts; (h) resources needed by TAFE.

TD 1028
TAFE National Centre: 8.4

Kenworthy B; Schilling R
Structures and operations of TAFE instructional materials production centres in Australia. Adelaide: TAFE National Centre for Research and Development, 1984, 57p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: Free

Descriptors: Curriculum Materials; Educational Media; Material Development

Identifiers: National Core Curriculum

Abstract: This report is in two parts: Part A originally appeared as Appendix B of *The national development of instructional materials* by the same authors (TD 1031). It comprises a summary of documents received from each TAFE Authority relating to the structures and operations of the various TAFE instructional materials production centres in Australia. Part B contains a more detailed description of these centres as supplied by TAFE Authorities in New South Wales, Queensland, South Australia and Western Australia. This information is published as it was provided from the four contributing TAFE Authorities.

TD 1029
TAFE National Centre: 8.5

Macdonald C
Self learning. Adelaide: TAFE National Centre for Research and Development, 1984, 52p.
ISBN 0863971687
ISSN 08115648

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 4.00 (Hard Copy)

Series: (Occasional Paper 6)

Descriptors: Audiotape Cassette; Independent Study; Individualised Instruction; Pacing

Identifiers: Fleximode; Self Learning; Self-paced Learning

Abstract: It was suggested in the Kangan Report that as a method of reducing access barriers, the option of individualisation of learning should be encouraged, especially with respect to self-learning (either via one's own devices or via the use of TAFE college libraries and/or correspondence materials). Self-pacing of learning, whether in a formal class or not, is seen as a component of self-learning.

Many teaching/learning innovations are occurring in TAFE, but in many cases they are only known by persons associated with the innovation. It is the intention of this paper to make more widely known five innovative approaches relating to self-learning. These are: fleximode; student choice of subjects; self-paced learning in the classroom; audio-tape; and assisted independent learning. Self-learning may be increased by increasing the student involvement in the learning process, by allowing students greater participation in determining the objectives and content of the course, the learning strategies and media to be used, the pace of learning, and the specific techniques to be used in determining the extent of learning.

TD 1030
TAFE National Centre: 8.6

Sandery C
Occupational curriculum development: A guide for teachers of trade education. Adelaide: TAFE National Centre for Research and Development, 1984, 98p.
ISBN 0863971768
ISSN 08116342

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 6.00 (Hard Copy)

Series: (Teacher Resource 4)

Descriptors: Curriculum Development; Occupational Analysis; Occupational Courses; Teaching Guides; Trade Courses

Abstract: Teachers of trade education in TAFE are expected to be able to perform a variety of curriculum development tasks at the initial trade course level. Also they are frequently called upon to develop curricula in the form of short courses at the post-trade level; such a course is often referred to as upgrading or continuing education for tradespersons. To increase the level of curriculum development skills among TAFE teachers, it was decided to produce an appropriate guide.

The document addresses three roles performed by teachers of trade education: The design of a TAFE Authority-wide syllabus, the implementation of such a syllabus, and the design of a short course. The chapters cover topics such as: starting the curriculum development task; a simple model of curriculum development; planning your project; investigation; syllabus documentation; implementation; curriculum evaluation; design of short courses; a complex model of occupational curriculum development. Several appendices are included to provide examples and helpful aids to organising the occupational curriculum development tasks.

TD 1031
TAFE National Centre: 8.7

Kenworthy B; Schilling R
The national development of instructional materials. Adelaide: TAFE National Centre for Research and Development, 1984, 80p.
ISBN 0863971849
ISSN 0811362 9

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 5.00 (Hard Copy)

Series: (Centre Report 5)

Descriptors: Curriculum Materials; Educational Media; Material Development

Identifiers: National Core Curriculum

Abstract: Groups of independent bodies (consortia) can achieve economies of scale in the development and production of teaching/learning resources, by pooling limited financial resources, and professional expertise to avoid unnecessary duplication of effort and enhance the quality of the materials produced. The primary aim of this study is to seek to develop procedures which will enable the effective development, production and trialling of teaching/learning materials by groups of TAFE Authorities.

It is hoped that this report will provide a basis for discussion of the issues involved in the development of instructional materials on a national basis. It highlights the many and varied issues, including the existing structures used to develop instructional materials within TAFE Authorities, and examines the various mechanisms by which national materials production could be carried out. In particular, it addresses the very pressing need for guidelines on resource development by National Core Curriculum Task Forces that are nearing their implementation phase; guidelines which stress the need for materials which enhance learning and which can be produced in a cost-efficient manner.

See also TD 1028 on the structures and operations of TAFE instructional materials production centres in Australia.

TD 1032
State Clearinghouse: WA 8.1

Kennedy B P; Nendick G W; Sweet K
Preliminary proposal: Certificate in Laboratory Practices (Assaying). Western Australia, Perth: Technical Education Div, 1984, 37p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Course Content; Curriculum

Identifiers: Assaying

Abstract: This proposal discusses the issues involved in TAFE responding to a particular request from industry, to re-establish an assaying course.

It covers notes of a meeting between industry representatives and Technical Education Division staff; the present availability of assaying courses; an outline of the proposed course, including notes on resources required; and a brief historical resume of assaying courses.

TD 1033
State Clearinghouse: WA 8.2

Western Australia. Technical Education Div. Transition Resources
PEP/Transition Program: Summary of 1984 courses. Perth: 1984, 25p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Courses; Transition Programs

Abstract: This document outlines the general aims of the PEP/Transition Program and summarises the courses offered at a number of Technical Colleges.

TD 1034
State Clearinghouse: WA 8.3

Western Australia. Technical Education Div. Transition Resources
The impact of the S.W.T.P. on TAFE in Western Australia. Perth: 1984, 25p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Transition Programs

Identifiers: Transition Education

Abstract: This paper briefly explains what has been developed under the auspices of the SWTP (School to Work Transition Program), the lessons learned and problems encountered. Some suggestions for future changes are also made.

TD 1035
State Clearinghouse: WA 8.4

Adamson P
Introduction to farm life: Course co-ordinator report. Western Australia, Perth: Technical Education Div, Transition Resources, 1983, 13p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Curriculum Evaluation; Farm Labour; Farm Occupations

Identifiers: Transition Education

Abstract: This report describes the steps taken to establish the course: 'Introduction to farm life'. It includes the initial planning and preparations; the selection processes for both students and participating farmers; as well as an outline of the program. There is also an evaluation of the course and recommendations for future courses.

TD 1036
State Clearinghouse: WA 8.5

Pond K
Sexism in TAFE Transition/PEP Programs: Results of a workshop. Western Australia, Perth: Technical Education Div, Transition Resources, 1983, 28p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Sex Bias; Transition Programs

Identifiers: Sexism

Abstract: This is a brief summary report of a workshop for Transition/PEP Course Co-ordinators and other interested persons, with the aim of developing strategies for overcoming sexism in Transition/PEP programs.

TD 1037
State Clearinghouse: WA 8.6

Western Australia. Technical Education Div. Aboriginal Access
Cooking and nutritional course, Mt Lawley Senior High School. Perth: 1984

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Cooks; Food Service

Identifiers: Access Courses; Adult Aboriginal Education

Abstract: This report describes a course that was run by TAFE Aboriginal Access, at the request of the Aboriginal Hostels Ltd.

The course was tailored to the requirements of Aboriginal hostels cooks.

Included are sample weekly menus, as well as some recipes suitable for a hostel situation.

TD 1038
State Clearinghouse: WA 8.7

Donovan K
Saddlery course, Carlindi Station. Western Australia, Perth: Technical Education Div, Aboriginal Access, 1983, 8p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Identifiers: Access Courses; Adult Aboriginal Education; Saddlery

Abstract: Strelley, in the Pilbara region, is the centre of a group of stations leased by the Nomads Charitable Foundation for the Aboriginal people of the area. Carlindi Station is one of the pastoral leases managed by the Strelley organisation.

The aims of this course were to teach the care, maintenance and repair of all leather gear associated with stock work on cattle stations. The on site course lasted 4 weeks, and was organised by TAFE Aboriginal Access.

TD 1039
State Clearinghouse: WA 8.8

Western Australia. Technical Education Div. Transition Education
Transition Education conference. Perth: 1983, 219p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Transition Programs

Identifiers: Transition Education

Abstract: The TAFE Education Participation and Equity Conference of September 1983 was held to identify future directions for TAFE Transition Education under the new Participation and Equity guidelines.

The report includes a program outline; conference papers; and recommendations from workshop groups.

TD 1040
State Clearinghouse: WA 8.9

Dettman P K; Roberts J M; Straton R G
English language courses for migrants in Technical and Further Education, Western Australia. Perth: Murdoch University, Institute for Social Program Evaluation, 1984, 147p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: English for Special Purposes; English (Second language); Migrant Adult Education

Abstract: This evaluation study was undertaken for the Technical Education Division of the Department of Education, Western Australia. Its aim was to collect, present and interpret pertinent information about a selection of Job Oriented Migrant English and Migrant Access to Education courses, in order to provide information and recommendations to those making a decision about these courses. Included are details of course participants; organisation and resources; content and processes; and outcomes. The report ends with a summary and a number of recommendations.

TD 1041
State Clearinghouse: WA 8.10

Western Australia. Technical Education Div. Aboriginal Access
Baking and pastry cookery ___ Junjuwa Community, Fitzroy Crossing. Perth: 1983

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Bakery Industry

Identifiers: Access Courses; Adult Aboriginal Access

Abstract: The Junjuwa Community is located within the Fitzroy Crossing town area.

The community operates a very lucrative bakery business, and to expand this business, they requested that TAFE Aboriginal Access provide a course to teach the skills required to bake cakes, pastries, and variety breads.

This was conducted over a two week period and was attended by six students.

TD 1042
State Clearinghouse: WA 8.11

Western Australia. Technical Education Div. Aboriginal Access
Bread manufacture - Lombadina. Perth: 1983, 5p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Bakery Industry

Identifiers: Access Courses; Adult Aboriginal Education

Abstract: Lombadina is an Aboriginal community in the remote West Kimberley region of Western Australia. They requested that TAFE Aboriginal Access conduct a course in bread making, so that the community could provide their own needs in bread and also supply nearby communities.

The course not only covered the baking of bread, but also business administration. It was conducted over a 4 week period and was attended by 4 students.

TD 1043
State Clearinghouse: WA 8.12

Western Australia. Technical Education Div. Aboriginal Access
Milliya Rumarra Alcohol Rehabilitation Centre ___ Broome. Perth: 1983, 13p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Building Conversion; Building Trades

Identifiers: Access Courses; Adult Aboriginal Education

Abstract: Because of a shortage of live-in accommodation at the Milliya Rumarra Alcohol Rehabilitation Centre, it was decided to upgrade two transportable buildings, by adding a verandah and full ablution facilities to both.

This upgrading project was seen as an ideal training opportunity for some of the unemployed Aboriginal youth from the Broome area. A course was designed to teach general building techniques, including basic carpentry and welding, and aimed to provide the trainees with numerous skills beneficial to someone wishing to work as a builder's labourer. It was held over a 14 week period and eight students attended.

TD 1044
State Clearinghouse: WA 8.13

Western Australia. Technical Education Div. Aboriginal Access
Handicrafts course ___ Wingellina. Perth: 1983, 10p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Handicrafts

Identifiers: Access Courses; Adult Aboriginal Education

Abstract: Wingellina is a remote settlement near the W.A./S.A. border.

An approach was made to TAFE Aboriginal Access to conduct a handicrafts course for the local Aboriginal women. The aim of

the course was to provide demonstrations and practice in spinning, weaving, crochet and knitting skills. The course was conducted over a period of 2 weeks.

TD 1045
State Clearinghouse: WA 8.14

Western Australia. Technical Education Div. Aboriginal Access
Canvas work ___ Jigalong. Perth: 1983, 5p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Handicrafts

Identifiers: Access Courses; Adult Aboriginal Education; Canvas work

Abstract: Jigalong is an isolated Aboriginal community in the Pilbara region of W.A. Because of the high level of unemployment, it was decided to try to reactivate and expand the canvas goods co-operative which had been in existence for some years.

TAFE Aboriginal Access was asked to provide an instructor to conduct a course of retraining to upgrade existing skills and increase production. The course was conducted over two weeks and eight trainees attended.

TD 1046
State Clearinghouse: WA 8.15

Western Australia. Technical Education Div. Aboriginal Access
Welding techniques ___ Kalumburu. Perth: 1983, 15p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Welding

Identifiers: Access Courses; Adult Aboriginal Education

Abstract: Kalumburu is an Aboriginal community situated in the extreme north of Western Australia.

Because the Department of Housing and Construction is about to commence a building program involving twenty five houses, which will consist of metal frames and will require a considerable amount of welding, the need was seen to provide training in this area.

The course was of 6 weeks' duration and 8 students attended. It was designed to meet the needs of those who require a detailed knowledge of welding techniques and procedures.

TD 1047
State Clearinghouse: WA 8.16

Western Australia. Technical Education Div. Aboriginal Access
Motor maintenance ___ Wongutha. Perth: 5p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Automotive Mechanics

Identifiers: Access Courses; Adult Aboriginal Education; Automotive Mechanics

Abstract: Wongutha Mission Training Farm is situated inland from Esperance, in the south east sector of W.A. TAFE Aboriginal Access was requested to conduct a brief intensive course in basic motor maintenance, suitable for students aged 16-24. The aim of the course was to produce in the students a basic understanding of motor maintenance, including fault finding, and good working habits. Correct use and care of tools, as well as safety procedures, were also covered.

TD 1048
State Clearinghouse: WA 8.17

Western Australia. Technical Education Div. Aboriginal Access
Motor maintenance ___ Mt Margaret. Perth: 1983, 8p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Automotive Mechanics

Identifiers: Access Courses; Adult Aboriginal Education; Automotive Mechanics

Abstract: In October 1981 TAFE Aboriginal Access conducted a brief one week course in motor maintenance at the request of the Mt Margaret residents. In February 1983 the community felt a follow-up course was warranted. This was held over a 2 week period and 8 students attended. Because those attending had some mechanical knowledge a more advanced level of work than a total beginners course was given. The basic objectives of the program were: (a) to produce a basic understanding of motor maintenance, including fault finding; (b) to carry out repairs; (c) to form good working habits, including correct use and care of tools and safety procedures; (d) to make students aware of the rights and responsibilities involved in buying a car.

TD 1049
State Clearinghouse: QLD 8.1

Tait P L
Report to the Director General of Education of overseas travel during the period May 3 — June 16 1983. Brisbane: Queensland Dept of Education, Div of TAFE, 1983, 81p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Adult Education; Community Colleges; Study Abroad; Technical Institutes

Identifiers: Canada; England; Scotland; United States of America

Abstract: This report details observations made by the Qld TAFE Deputy Director (Education Services) on visits to trade and further education institutions in the United States, Canada and the United Kingdom.

TD 1050
State Clearinghouse: QLD 8.2

Queensland Dept of Education. Div of TAFE
Procedures for curriculum design and syllabus approval of TAFE courses in which TAFE colleges have a major design involvement. Brisbane: 1983, 42p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Curriculum Design; Curriculum Development; Relevance (Education)

Abstract: Procedural details for the development of course syllabi where colleges of TAFE have a major design responsibility. Describes a scheme to encourage colleges of TAFE to be highly involved in curriculum design. Includes an overview of some aspects of curriculum design.

TD 1051
State Clearinghouse: QLD 8.3

Sharrock J; Smith F
An evaluation of the CN007 pre-vocational course in engineering/construction piloted at South Brisbane College of TAFE. Brisbane: Queensland Dept of Education, Div of TAFE, Curriculum Branch, 1983, 52p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Building Trades; Engineering Education

Abstract: The aim of the study was to evaluate CN007, Pre-vocational Engineering/Construction Course, in the first year of its operation at the South Brisbane College of TAFE, with emphasis on the special characteristics of the students, structure and content of the course, and the implementation of the course.

Student perceptions of the CN007 Course after the first fourteen weeks and at the end of the course were obtained through the use of questionnaires. Staff perceptions were obtained through the use of interviews.

Overall, staff and students believed the course was worthwhile. However, they saw a need to interface theoretical work with practical work more effectively. Also there was general agreement that Module 1 should be shortened from 20 weeks to 14 weeks.

TD 1052
State Clearinghouse: QLD 8.4

Queensland Dept of Education. Div of TAFE
Assessment in TAFE, an evaluation of college devised assessment instruments used by colleges in first semester 1980. Brisbane: 1981, 10p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Educational Testing; Student Evaluation

Abstract: This report provides teachers in TAFE colleges with feedback on assessment instruments designed and implemented in colleges under the provisions of what is referred to as the C-BAS policy. This particular report is for instruments used in first semester, 1980.

TD 1053
State Clearinghouse: QLD 8.5

Queensland Dept of Education. Div of TAFE. Curriculum Branch
TAFE National pre-employment seminar. Brisbane: 1983, 158p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Job Training; Pre-apprenticeship Courses; Pre-employment Courses; Pre-vocational Education

Abstract: A seminar of TAFE policy makers and curriculum developers was conducted in June 1983. All Australian TAFE Authorities participated in the seminar and presented papers relating to the TAFE course classification categories 2000 and 3000. The seminar

focused on how TAFE could respond to the emerging needs of young people in Australia. The report includes all formal papers presented, and the recommendations of the seminar, which involved issues such as: A comprehensive youth policy, the TAFE/Secondary interface, program resourcing, curriculum development issues, and staffing.

TD 1054
State Clearinghouse: QLD 8.6

Nutting P.
Life skills; communication skills, social skills, human movement. Brisbane: Queensland Dept of Education, Div of TAFE, Curriculum Branch, 1983, Part A 39p; Part B 42p

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Communication Skills; Daily Living Skills; Human Development Program; Interpersonal Competence

Abstract: Policy in TAFE in Queensland is to include in all pre-vocational, pre-apprenticeship, access and other pre-employment courses a component of life skills. This document is in two parts. Part A is the rationale for inclusion of the life skills subjects (communication skills, social skills and human movement) in these courses. Part B is the syllabus for the subjects and shows how the Life Skills program is to be incorporated in the courses.

TD 1055
State Clearinghouse: QLD 8.7

Newell J S
Queensland TAFE Prediction model. Brisbane: Queensland Dept of Education, Div of TAFE, 1983, 40p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Series: (Information paper n. 1)

Descriptors: Demand Occupations; Demography; Educational Planning; Employment Projections

Abstract: This paper provides a general outline of the purpose and methodology of the Queensland TAFE Prediction Model. The latter is specifically designed to provide long term estimates of potential TAFE enrolments for the planning of building and accommodation resources. Two demand concepts are used in the assessment of future community needs. They are: (a) National demand - gauges the hypothetical potential for TAFE services in a given area; (b) Apparent demand - measures the level of demand which can be viably satisfied by existing or proposed TAFE facilities. The model also enhances planning activities through the use of strategy analysis to quantify the outcomes of strategy proposals.

TD 1056
State Clearinghouse: QLD 8.8

Queensland Dept of Education. Div of TAFE. Professional Development Section
'Innovatafe' Vol. 3, No. 1, 1984. Brisbane: 1984, 59p.

Format: M-fiche

Availability: Principal Education Officer, Professional Development Section, Bywong Street, Toowong, Queensland 4066

Price: Free

Descriptors: Curriculum Development; Educational Development

Abstract: This is a biannual serial which is designed to expose innovation and curriculum studies projects in TAFE that have been developed by teachers as part of their studies for the Diploma of Teaching (TAFE).

This diploma program is conducted jointly by TAFE and the Brisbane College of Advanced Education, Mount Gravatt Campus. The depth and scope of work produced is considerable. This information may be useful to curriculum planners, administrators and teachers in many areas.

TD 1057
State Clearinghouse: QLD 8.9

Smith F
Guidelines for college personnel undertaking program evaluations. Brisbane: Queensland Dept of Education, Div of TAFE, Curriculum Branch, 1984, 44p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Curriculum Evaluation; Program Evaluation

Abstract: These guidelines have been prepared to assist college administrators and teaching staff who wish to undertake college-based evaluation. They provide an overview of ways to plan an evaluation, gather information, interpret the information gathered and write reports. An example of an evaluation study and a list of useful references are also included.

TD 1058
State Clearinghouse: QLD 8.10

Smith F
Evaluation of CN007 pre-vocational engineering/construction: experiences of graduates: Supplementary report. Brisbane: Queensland Dept of Education, Div of TAFE, Curriculum Branch, 1983, 4, (4)p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Building Trades; Engineering Education

Abstract: In the report 'Evaluation of CN007 pre-vocational course in Engineering/Construction' (February 1983), it was suggested that a follow-up study of the experiences of CN007 students after graduating from the pilot course would provide useful information. A questionnaire was mailed to students approximately 5 months after they had completed the course. The questionnaire covered three areas: (a) whether the graduates had found employment; (b) in what ways (if any) they had found the course useful; and (c) if, in retrospect, they had any suggestions for improving the course.

TD 1059
State Clearinghouse: QLD 8.11

Hobbs E
Evaluation of transition education for secondary students - 1983; progress report, preliminary findings, and proposals for further research under the participation and equity program. Queensland Dept of Education, Research Services Branch, 1984, 9p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Series: Research Series

Descriptors: Career Education; Transition Programs; Work Experience Programs

Abstract: This paper provides a progress report on the evaluation of Transition Education Programs for secondary students.

The report begins with a description of the data collection which has occurred so far, then proceeds to a discussion of some preliminary findings, and the implications of the findings for further research under the Participation and Equity Program. The final section is a short examination of future considerations related to the transition program, and the evaluation project.

TD 1060
State Clearinghouse: QLD 8.12

Stevenson J C
Classification procedures manual for TAFE courses. Brisbane: Queensland Dept of Education, Div of TAFE, Curriculum Branch, 1983, 59 (16)p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Classification; Courses

Abstract: This manual is designed for use by any person involved in the classification of TAFE courses. It is primarily intended for the practitioner, but will also provide other readers with an understanding of TAFE course provision in general and the details of the classification system in particular.

TD 1061
State Clearinghouse: QLD 8.13

Queensland Dept of Education. Div of TAFE. Resource Management Branch
Small TAFE colleges: Feasibility study: Volume 1 - Concepts and findings, Volume 2 - Area analyses, Part 1. Brisbane: 1981 - 1983, 2 vols (v.1-50p; v.2-300p).

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Community Colleges; Community Education; Education Planning

Abstract: The purpose of the study was to evaluate the feasibility of establishing vocational training facilities in decentralised areas distant from established TAFE colleges. The 'small' TAFE college concept was shown to be a viable method of providing broad based educational services in smaller communities. (Of the 6 volumes in this series volume 1 and 2 only are available for distribution.)

TD 1062
State Clearinghouse: SA 8.1

Brown P J
A strategy plan for the Transport Engineering sub-program. South Australia, Adelaide: Dept of Technical and Further Education, 1983, 126p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Educational Planning; Engineering Education

Identifiers: Automotive Engineering; Aviation Engineering; Marine Engineering

Abstract: The report is a strategy plan for the development of the Department's offering in transport engineering over the next 3-5 years. It covers the areas of automotive, aviation and marine courses.

The nature of the sub-program is discussed in terms of enrolments, staffing, types of courses and their geographic distribution across the State. The industry served is discussed in detail, together with a series of enrolment projections and courses priorities.

A number of departmental strategies for the future distribution of courses in the sub-program are presented.

The report was prepared in consultation with the Department's Transport Engineering Program Operations Group.

TD 1063
State Clearinghouse: SA 8.2

Hailstone D L; assisted by LeDuff G R
Evaluation of the 1982 Transition Education staff development program. South Australia, Adelaide: Dept of Technical and Further Education, 1983, 124p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Professional Development; Staff Development; Transition Education

Abstract: This report describes and evaluates staff development activities provided in 1982 for personnel engaged in the SA Department of TAFE's School-to-work Transition Education Program.

The report identifies a range of staff development activities: Conferences and workshops for staff engaged in specific courses and programs; workshops designed to foster lecturers' classroom effectiveness skills; and college-based activities focusing on college or course specific issues.

The report concludes that many of the activities provided for transition personnel were considered relevant to their professional needs. Conferences and workshops generally facilitated information sharing and problem solving, and college based activities assisted managers and lecturers to deal with course delivery concerns.

Major recommendations were: (a) greater emphasis on college based staff development; (b) continued emphasis on developing classroom effectiveness skills; (c) addressing factors militating against staff participating in professional development activities.

TD 1064
State Clearinghouse: SA 8.3

Daley M R
Problems, provisions and priorities: A TAFE response to a comprehensive social policy for young South Australians. Paper 1: Employment, unemployment and young people. South Australia, Adelaide: Dept of Technical and Further Education, 1983, 32p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Series: (Paper 1)

Descriptors: Employment Patterns; Unemployment; Youth Employment; Youth Opportunities

Abstract: This paper is an attempt to provide an up-to-date review of the trends in the employment and unemployment of young people in South Australia. National trends are examined and then the specific South Australian situation is presented.

Major findings are that young people are increasingly being employed in those industries most likely to experience continuing decline. Young women have experienced higher unemployment rates than young males due to their declining share of those traditionally female areas of employment which could be classified as 'growth' industries. Now, however, with the declining intake of apprentices, male youth unemployment is increasing.

The reasons contributing to the high youth unemployment rates are outlined.

This paper places the youth issue in the context of possible economic futures for South Australia and discusses the implications for TAFE of the employment situation of young people.

TD 1065
State Clearinghouse: SA 8.4

South Australia. Dept of Technical and Further Education
Triennial planning submission to TAFEC for 1985-87 Part 4: Capital and equipment programs. Adelaide: 1983, 31p., appendix.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Educational Equipment; Educational Facilities Planning; Educational Finance; Facility Requirements; Long Range Planning

Abstract: Contents include:

(a) a plan for the provision of TAFE in South Australia: current influences; strategy plan for TAFE in South Australia; priorities and tasks; extent of other specified needs;

(b) an assessment of the effectiveness of TAFE capital funding since 1975;

(c) the proposed capital program 1985-1987;

(d) special equipment grant;

(e) details of major projects.

TD 1066
State Clearinghouse: SA 8.5

South Australia. Dept of Technical and Further Education
Annual report of the Director-General of Technical and Further Education, South Australia 1982. Adelaide: 1983

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Series: (Annual Report)

Descriptors: Activities; Occupational Courses; TAFE Colleges; TAFE Courses

Abstract: A report on activities of the South Australian Department of Technical and Further Education in 1982, including statistics.

TD 1067
State Clearinghouse: SA 8.6

South Australia. Dept of Technical and Further Education
Departmental statistics 1982. Adelaide: 1983, 129p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Series: (Annual Statistical Report)

Descriptors: Data; Enrolment Rate; Tables (Data); TAFE Courses

Abstract: From various statistical computer systems under the maintenance of the Statistical Unit, Research Branch, standard reports are produced and maintained on an annual basis.

A selection of these reports, on data reconciled at Departmental level, is reproduced in this document.

TD 1068
State Clearinghouse: SA 8.7

South Australia. Dept of Technical and Further Education
The role of individual colleges within TAFE; a discussion paper. Adelaide: 1984, 65p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Administration Organisation; Institutional Administration; Institutional Autonomy; Interaction; TAFE Colleges

Abstract: The discussion paper is the first stage in preparation of a report by the South Australian Council of TAFE to the Minister of Education. It describes the present balance of responsibilities between colleges and head office and present interaction between colleges, and canvasses some alternative arrangements. Comment on the discussion paper is invited so that a final report can be prepared.

TD 1069
State Clearinghouse: NT 8.1

Chard G W F
Enhancing the vocational preparation of youth in the Northern Territory. Darwin NT: NT Vocational Training Commission, 1984, 172p. ISBN 0724510605

Format: Hard Copy (Loan)

Availability: NT TAFE Clearinghouse

Price: Free

Descriptors: Pre-vocational Education; Youth

Identifiers: Northern Territory; United Kingdom

Abstract: This document examines selected initiatives in the vocational preparation of young people in England and Wales and projects the relevance of these initiatives to the Northern Territory (Australia) situation.

TD 1070
State Clearinghouse: WA 8.18

Western Australia. Technical Education Div. Aboriginal Access
Saddle repair - Gogo. Perth: 1983, 10p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Identifiers: Access Courses; Adult Aboriginal Education; Saddlery

Abstract: Gogo community is situated near Fitzroy Crossing in the West Kimberley region of WA.

Because many of the Aboriginals are employed as contract musterers for the surrounding stations, there is a need for them to learn skills to keep their saddlery gear in good condition and repair.

The Saddlery Maintenance and Repair course was run by TAFE Aboriginal Access over 4 weeks and was attended by 7 students, only 3 of whom completed the course.

Topics covered were: (a) care and maintenance of saddlery; (b) repairs - saddles, bridles; (c) thread making; (d) care of new gear.

TD 1071
State Clearinghouse: WA 8.19

Western Australia. Technical Education Div. Aboriginal Access
Pastoral skills - Mugarinya Community, Kangan Station. Perth: 1983, 6p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Agricultural Skills

Identifiers: Access Courses; Adult Aboriginal Education; Pastoral Skills

Abstract: Kangan Station is a property situated approximately 100 kilometres south of Port Hedland and is owned by the Mugarinya Aboriginal group. When it was purchased in 1981 it was in a rather run-down condition. In particular, its six windmills and fences were badly in need of repair and maintenance.

The decision was made to upgrade the station, but work progressed slowly due to a lack of skilled labour.

Accordingly, TAFE Aboriginal Access was asked to assist in training station hands in the theoretical and practical aspects of station work, with particular emphasis on windmill maintenance and saddlery. The course lasted 8 weeks and was attended by 8 students.

TD 1072
State Clearinghouse: WA 8.20

Western Australia. Technical Education Div. Aboriginal Access
Cattle yard construction course - Yandeyarra Station. Perth: 1982, 8p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Identifiers: Access Courses; Adult Aboriginal Education; Cattle Yard Construction

Abstract: Yandeyarra Aboriginal Reserve Station is a property in the Pilbara region of Western Australia. In 1956 the station became an Aboriginal Reserve and in 1964 a cattle enterprise was established. One difficulty with mustering the cattle was a lack of suitable yards.

Accordingly, TAFE Aboriginal Access and the Department for Employment and Industrial Relations were approached for assistance in training a selected number of young men in the skills required to: (a) construct new yards and improve existing ones; (b) equip yards with watering points; (c) construct suitable races and loading ramps. The course lasted 26 weeks and was attended by 8 students.

TD 1073
State Clearinghouse: WA 8.21

Western Australia. Technical Education Div. Aboriginal Access
Mustering and stock management - Yandeyarra Station. Perth: 1982, 10p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Identifiers: Access Courses; Adult Aboriginal Education; Cattle Mustering

Abstract: Yandeyarra Aboriginal Reserve and Station is a property in the Pilbara region of Western Australia. In 1956 the station became an Aboriginal Reserve and in 1964 a cattle enterprise was established.

The need for trained stockmen to conduct the muster became obvious, and so Yandeyarra requested that TAFE Aboriginal Access assist them in training a capable mustering team by organising a suitable program. This was of 3 1/2 months' duration and was attended by 9 students. The course covered: (a) using horses; (b) yarding; (c) aerial mustering; (d) tuberculosis testing; (e) bull catching.

TD 1074
State Clearinghouse: WA 8.22

Western Australia. Technical Education Div. Aboriginal Access
Motor maintenance - Narrogin. Perth: 1983, 6p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Automotive Mechanics

Identifiers: Access Courses; Adult Aboriginal Education; Automotive Mechanics

Abstract: This course in motor maintenance and repair was run at the request of representatives of an Aboriginal group living at Marrogin, a town in the South West of Western Australia. Planning was undertaken by officers of TAFE Aboriginal Access and the course instructor.

The aims were to teach: (a) a basic understanding of routine motor maintenance; (b) find faults, diagnose the problems and decide on appropriate ways of rectifying them; (c) skills relating to tools and safety procedures. The course was conducted over five days and was attended by fourteen students.

TD 1075
State Clearinghouse: WA 8.23

Benn B
Building Restoration - Cossack. Western Australia, Perth: Technical Education Div, Aboriginal Access, 1983, 59p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Building Trades

Identifiers: Aboriginal Students; Building Restoration

Abstract: This is an account of the restoration of the Bondstore and Customs House at Cossack, Western Australia by six Aboriginals and one European.

Fifteen kilometres west of the town of Roebourne in the Pilbara region of Westen Australia lies the remains of a town called Cossack. Once inhabited by about 1,000 people, there is now a population of two.

Naturally, most of the buildings have fallen into disrepair, but some have withstood, to some degree, the passage of time. It was decided that unemployed Aborigines from Roebourne would be employed as restorers and Mr Benn would become the supervisor/instructor for this project. Planning was undertaken by officers from the National Trust, Public Works Department, Roebourne Shire, and the Department of Employment and Youth Affairs.

TD 1076
State Clearinghouse: WA 8.24

Western Australia. Technical Education Div. Transition Resources
1984 Policy for TAFE Participation and Equity Program. Perth: 1984, 30p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Transition Programs

Identifiers: Transition Education

Abstract: This document provides a brief explanation of the Participation and Equity Program as applicable to TAFE in Western Australia, and this is supported by a general Review of Commonwealth PEP Guidelines.

The purpose is to provide co-ordinators, staff and interested parties with a direction for 1984. A definition of TAFE and its implication to PEP is included, as is a set of goals. The format that has been adopted is one of objective related strategies. The Commonwealth PEP Funding Guideline objectives have been used as the basis for activities for 1984 and strategies formulated for each of these objectives. The document is laid out accordingly.

TD 1077
State Clearinghouse: WA 8.25

Wood J C
A review of administrative arrangements for industrial training in Western Australia. Western Australia, Perth: State Employment Task Force, 1983, 55p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Government Role; Industrial Training; Trade Courses; Vocational Education

Abstract: The State Employment Task Force was established by the Western Australian Government in 1983. One function of the Task Force is to review and make recommendations on the existing State administrative machinery pertaining to employment and training.

This report sets out to examine the present administrative arrangements for industrial training within Western Australia, with a view to proposing alternative arrangements more attuned to the industrial economy of the State. It covers (a) the role of vocational education and training in the State's economic and social development; (b) historical and political overview; (c) features and inadequacies of current industrial training; (d) recommendations.

TD 1078
State Clearinghouse: WA 8.26

Kenyen P
Co-operative, community and self employment business ventures: Policy options for the State Government. Western Australia, Perth: State Employment Task Force, 1983, 202p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Co-operatives; Employment Opportunities; Government Role

Abstract: This report represents the culmination of the work of the Co-operatives Projects Officer, of the State Employment Task Force. As well as looking at the philosophy and background of the co-operative employment models, it provides a summary of national and international experiences and developments. It outlines the history of co-operative enterprises in Western Australia, and makes a number of recommendations to the Government for future action.

This report provides a comprehensive range of community based employment strategy options. The package provides a number of entry points for unemployed people, with the support of local communities to engage in meaningful long-term job creation.

TD 1079
State Clearinghouse: WA 8.27

Western Australia. State Employment Task Force
An analysis of youth employment and unemployment in Western Australia: Employment and training policy options for the State Government. Perth: 1983, 90p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Government Role; Unemployment; Youth Employment

Abstract: This report by the State Employment Task Force, provides an analysis of the employment and unemployment experience of youth in the Western Australian labour market.

It covers the distinguishing features and trends in the W.A. labour market, the causes of youth employment and unemployment, the role of the Government in employment and training, and the policy options available to the State Government. A number of recommendations are made, some with educational implications, and others to directly generate employment. There are also recommendations for future research and policies.

TD 1080
State Clearinghouse: WA 8.28

Lancaster R
A comparison of the cost variables of two modes of external studies course production at the Technical Extension Service. Western Australia, Perth: Technical Extension Service, 1984, 13p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Course Content

Identifiers: Course Development; Subject Development

Abstract: The Technical Extension Service is the correspondence College of the Technical Education Division of W.A. At the beginning of 1983 it offered 413 subjects for external study. During the year it added another 72. Two means of course development were used for these new subjects.

This study selects one subject developed by each means, then traces their developmental history within the college, concentrating on identifying and quantifying cost variables.

The intention is to separate and measure cost variables in order that a subsequent evaluation of the educational effectiveness of the alternative production methods can permit an informed judgement on their cost effectiveness. The result is that for the first time within TES there is a precise indication of the resource cost of a new subject.

TD 1081
State Clearinghouse: NSW 8.1

NSW Dept of TAFE. Educational Resources Branch. Automotive Engineering Resource Appraisal Panel.
Automotive engineering. Sydney: 1983, 194p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Resource appraisals for TAFE teachers

Descriptors: Auto Mechanics; Educational Resources; Engineering Education; Nonprint Media; Resource Materials; TAFE Courses

Abstract: To counter the problems of the lack of information on the availability and effectiveness of audio visual learning resources for TAFE courses, Educational Resources Branch established Resource Appraisal Panels in conjunction with Heads of Schools and Library Services. Material is appraised on: information, presentation, technical quality, design, cost effectiveness and applicability to the specified TAFE course. Details, specifications and content of the resource are listed with price and availability.

TD 1082
State Clearinghouse: NSW 8.2

NSW Dept of TAFE. Educational Resources Branch. Basic Residential Care Resource Appraisal Panel.
Basic residential care. Sydney: 1983, 89p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Resource appraisals for TAFE teachers

Descriptors: Educational Resources; Nonprint Media; Resource Materials; TAFE Courses; Welfare Services

Identifiers: Basic Residential Care Certificate Course

Abstract: See NSW 8.1 for abstract.

TD 1083
State Clearinghouse: NSW 8.3

NSW Dept of TAFE. Educational Resources Branch. Bricklaying Resource Appraisal Panel.
Bricklaying. Sydney: 1983, 88p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Resource appraisals for TAFE teachers

Descriptors: Bricklaying; Educational Resources; Nonprint Media; Resource Materials; TAFE Courses

Identifiers: Bricklaying Trade Course

Abstract: See NSW 8.1 for abstract.

TD 1084
State Clearinghouse: NSW 8.4

NSW Dept of TAFE. Educational Resources Branch. Graphic Arts Resource Appraisal Panel.
Graphic arts. Sydney: 1983, 73p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Resource appraisals for TAFE teachers

Descriptors: Educational Resources; Graphic Arts; Nonprint Media; Resource Materials; TAFE Courses

Abstract: See NSW 8.1 for abstract.

TD 1085
State Clearinghouse: NSW 8.5

NSW Dept of TAFE. Educational Resources Branch. Home Science Resource Appraisal Panel.
Home science. Sydney: 1983, 153p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Resource appraisals for TAFE teachers

Descriptors: Educational Resources; Home Economics Education; Nonprint Media; Resource Materials; TAFE Courses

Identifiers: School of Home Science

Abstract: See NSW 8.1 for abstract.

TD 1086
State Clearinghouse: NSW 8.6

NSW Dept of TAFE. Educational Resources Branch. Management Resource Appraisal Panel.
Management. Sydney: 1983, 115p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Resource appraisals for TAFE teachers

Descriptors: Administration; Educational Resources; Managerial Occupations; Nonprint Media; Resource Materials; TAFE Courses

Identifiers: School of Business and Administrative Studies

Abstract: See NSW 8.1 for abstract.

TD 1087
State Clearinghouse: NSW 8.7

NSW Dept of TAFE. Educational Resources Branch. Welding Resource Appraisal Panel.
Welding. Sydney: 1983, 154p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Resource Appraisals for TAFE teachers

Descriptors: Educational Resources; Nonprint Media; Resource Materials; TAFE Courses; Welding

Identifiers: School of Engineering Trades

Abstract: See NSW 8.1 for abstract.

TD 1088
State Clearinghouse: NSW 8.8

Alexander D
Graphic reproduction computer systems in the printing trades. Sydney: NSW Dept of TAFE, 1983, 55p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Computers; Graphic Arts; Printing; Technological Advancement

Abstract: A look at the hardware components comprising the major electronic page makeup systems and incorporated software. Systems investigated include the Scitex Response 300 Series, the Gerber 5000 Auto Prep, the Crosfield Studio 800 and Magnascan 640 Series and the Hell Chromacom System.

The report offers a brief description of an electronic pagination system, a brief developmental history, and a coverage of the graphics and computer aided drawing functions (electronic air brushing, colour contrast masking, electronic colour retouching).

System flexibility, corresponding computer hardware (mini computers, hard disc drives, magtapes), input/output services in the form of electronic laser dot generation scanners and various graphic work stations are discussed.

The report also defines likely skill requirements necessary for system operation and how TAFE may use its resources to maintain a useful role.

TD 1089
State Clearinghouse: NSW 8.9

Anderson T; Jones N
Curriculum research methods in focus: A work in progress paper arising from the National Research and Development project examining occupational data collection and analysis methods for use in Australian TAFE. Sydney: NSW Dept of TAFE, 1984, 58p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Curriculum Development; Data Collection; Research Methodology; TAFE Courses

Abstract: This paper reports the initial 'search' phase of a research project commissioned by the TAFE National Centre for Research and Development, examining occupational data gathering and analysis approaches.

It describes a range of methods and proposes ways in which they may be combined to produce data of sufficient quality for development of TAFE curricula.

TD 1090
State Clearinghouse: NSW 8.10

Anderson T
Photography review. Sydney: NSW Dept of TAFE, 1982, 61p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Curriculum Development; Photography

Identifiers: Photography Certificate Course

Abstract: Reports on industrial and student survey for the NSW Photography Certificate course. Covers equipment used, tasks performed and levels of skill required by various categories of staff.

TD 1091
State Clearinghouse: NSW 8.11

Baker S
TAFE works for you? A critical examination of Technical and Further Education in New South Wales. Canberra: Australian National University, 1983, 112p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Educational Development; History; Organisation; Organisational Effectiveness; Social Change; TAFE

Identifiers: NSW

Abstract: A thesis which looks at the history of Technical Education in NSW and explores reasons for its neglect by comparison with other post-secondary education sectors.

It analyses the organisation of NSW TAFE, how it discriminates against large sections of the community (particularly women and those in country regions) and examines attempts to overcome these problems.

Finally, a chapter on the relationship between TAFE and society studies the conventional developmental view of TAFE which holds that TAFE has grown as society has become more complex. This view is attacked by the argument that technology is de-skilling the workplace.

The process of credentialism is put forward as an alternative explanation for the growth of TAFE. The relationship between changes in the economy and TAFE is also examined.

TD 1092
State Clearinghouse: NSW 8.12

Bee B
Migrant women and work. Outreach Project, Sydney: NSW Dept of TAFE, 1982, 70p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Educational Resources; English (Second Language); Migrant Adult Education; Outreach Programs; Teaching Guides; Womens Education

Identifiers: English As A Second Language Program

Abstract: An English as a Second Language program designed to raise critical issues concerning migrant women and work, and improve self confidence in using English to voice thoughts and feelings, rather than limiting their English to that of a textbook experience.

The unit encourages students to listen, speak, read and write by using activities such as group discussion, role play and flash cards. Topics include various aspects of employment, unions, childcare, technology, and attitudes of and about women.

TD 1093
State Clearinghouse: NSW 8.13

Burgess B
Multiculturalism in TAFE: A resource list. Sydney: NSW Dept of TAFE, 1983, 51p. (Part 1); 73p. (Part 2)

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Multiculturism in TAFE

Descriptors: English (Second Language); Multicultural Education; Resource Materials

Identifiers: English for Specific Purposes Program; Multicultural Education Project

Abstract: This resource list includes both print and non-print materials and identifies titles purchased under the Commonwealth funded English for Specific Purposes Program (ESP). Subject areas covered are ESP, English as a Second Language program (ESL) appropriate for students with an ASLP rating of 2+, teaching ESP and ESL and multiculturism.

Part A lists materials by author, further subdivided by the type of college for which they have been purchased, for example, Multicultural access centre, significant colleges, regional colleges, other metropolitan colleges, other country colleges.

Part B is a single alphabetically arranged list of all titles purchased, including all bibliographical details for each title.

TD 1094
State Clearinghouse: NSW 8.14

Butterworth P; Gonczi A
Beginning TAFE teachers: profiles, problems, attendance patterns. Sydney: NSW Dept of TAFE, 1984, 232p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Attendance Patterns; Beginning Teachers; Problems; TAFE Teachers; Teacher Background; Teacher Education

Abstract: Beginning TAFE teachers were defined as those who were in their first two years of full time teaching service with the NSW Department of TAFE.

This study provides a series of profiles (prior work experience, prior educational experience etc.) of the different groups of people entering that service. It also provides the results of an in depth examination of the problems experienced by these teachers in their first two years of full time teaching service with that Department.

Finally, the report examines the alternative attendance patterns at initial TAFE teacher education programs that are available to TAFE administrators and teacher education authorities in NSW. The report contains a series of recommendations and a bibliography.

TD 1095
State Clearinghouse: NSW 8.15

Cameron J
Multicultural Education: English for Specific Purposes Program. 1983 Report. Sydney: NSW Dept of TAFE, 1983, 29p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Multiculturalism in TAFE

Descriptors: English for Special Purposes; English (Second Language); Multicultural Education.

Identifiers: English for Specific Purposes Program; Multicultural Education Project

Abstract: This report details the extent and nature of the English for Specific Purposes Program (ESP) in TAFE in 1983. After a brief introduction to the history of the program and its funding guidelines, the report describes

the types of ESP courses/activities initiated through the Program and the types of curriculum and materials development, staff development, research and support activities being carried out.

It concludes with comments on the modifications to the Program for 1984, and matters of concern to TAFE and its staff raised by the implementation of the ESP Program in the Department.

TD 1096
State Clearinghouse: NSW 8.16

Dungate S
Beauty Therapy as offered at the Du-Barry College of Health and Beauty Therapy, London, England, and the teaching of Cosmetology in Los Angeles, California, Colleges. Sydney: NSW Dept of TAFE, 1983, 28p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Cosmetology; Vocational Education

Identifiers: Beauty Culture Course; London; Los Angeles

Abstract: The purposes of this Project Fellowship study tour was to gain the necessary skills to set up the Beauty Therapy course offered by N.S.W. TAFE, and write the Stage II syllabus.

This was achieved through learning the techniques of services performed in the Beauty Industry in order to teach, supervise and coordinate the course, and through observation of teaching techniques, strategies and resources in teaching Beauty Thereapy in colleges in Los Angeles.

The report includes an overview of the Beauty Industry both in Australia and overseas.

TD 1097
State Clearinghouse: NSW 8.17

Equal Employment Opportunity Unit. NSW Dept of TAFE
Second Annual Report on the Equal Employment Opportunity Management Plan. Year ended 30th June 1983. Sydney: 1983, 26p. (Part 1); 77p. (Part 2).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Equal Opportunities (Jobs); Personal Policy

Identifiers: Equal Employment Opportunity Management Plan

Abstract: This report outlines the progress made in terms of Equal Employment Opportunity (EEO) in the Department during the twelve month period. It also includes revised statements of EEO objectives.

TD 1098
State Clearinghouse: NSW 8.18

Evans J
Monitoring technological change in technical and further education (TAFE) NSW. A review and suggested model. Sydney: University of NSW, 1983, 120p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Curriculum Development; Technological Advancement

Abstract: Technological change and its implications for vocational institutions with respect to curriculum content, has been a topic of discussion by various agencies for the last few years. This paper, a project for a M.Sc.Soc. degree, reviews the mechanisms by which TAFE in various states of Australia monitor technological change and compares them with New South Wales.

The information covering such mechanics was gathered from answers to a questionnaire sent to each State and from available literature. The questionnaire was also sent to several vocational institutions in Great Britain, Sweden and the United States of America to compare their methods of detecting technological change.

From these various methods, a model for TAFE in N.S.W. has been proposed which, among other things, calls for greater use and support of the TAFE National Centre for Research and Development.

TD 1099
State Clearinghouse: NSW 8.19

Goozee G
Evaluation of the National TAFE Clearinghouse system: A discussion paper. Sydney: NSW Dept of TAFE, 1982, 16p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Clearinghouse; Evaluation; Institutional Evaluation

Identifiers: National TAFE Clearinghouse

Abstract: The National TAFE Clearinghouse was established in November 1978 by the Conference of TAFE Directors. The first Conference of TAFE Clearinghouse officers was held in June 1982 and one of the items for discussion was a possible evaluation of the Clearinghouse.

This paper looks at whether there was a need for an evaluation and if so, what should be evaluated. It also indicates a discussion of possible evaluation methodologies.

TD 1100
State Clearinghouse: NSW 8.20

Hague D
Futures for women. A report of the 1983 Women and TAFE conference, July 7-8, 1983. Sydney: NSW Dept of TAFE, 1983, 57p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Conferences; Employed Women; Sex Discrimination; Women Faculty; Womens Education

Abstract: A comprehensive report of the second Women's Conference held in N.S.W. TAFE. The report contains background information on the conference, recommendations, speakers' papers, various media articles about the conference, and names and official addresses of speakers and participants. This report will be of interest to those who wish to be informed about the social, educational and work futures of women in TAFE.

TD 1101
State Clearinghouse: NSW 8.21

Harrowell D
The need for a steel reinforcement and bar bending training program for the building and construction industries of NSW. Sydney: Sydney College of Advanced Education, 1983, 43p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Building Trades; Construction Industry; Industrial Training

Identifiers: School of Building

Abstract: The aim of this study was to determine the need for a steel fixing and bar bending training program to be conducted by TAFE for the building and construction industries of NSW. A survey was conducted of 51 companies in these industries in the metropolitan area of Sydney and 25 companies (69%) responded. It was also discovered that 3 out of 5 other TAFE organisations in Australia offered this form of training in 1982. The study concluded that there was a need to establish such a program, as deficiencies within this area related directly to inadequately trained personnel.

TD 1102
State Clearinghouse: NSW 8.22

Jones N
Purposes and operating principles of TAFE National Centre for Research and Development. Sydney: NSW Dept of TAFE, 1983, 15p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Organisation; Organisational Objectives; Research and Development Centres

Identifiers: TAFE National Centre for Research and Development

Abstract: This paper outlines the historical background, objectives and operating principles of the Centre. The paper is designed for a N.S.W. audience and lists some of the current and completed projects undertaken by the Centre. An outline is provided of means of accessing the Centre's resources.

TD 1103
State Clearinghouse: NSW 8.23

Kangan M
Kangan on Kangan's philosophy. Sydney: NSW Dept of TAFE, 1984, 6p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Change; Educational Philosophy

Identifiers: Kangan Report

Abstract: An address given by Myer Kangan to participants at the 25th N.S.W. TAFE Summer School at Mitchell CAE, Bathurst, 23rd-26th January 1984. Kangan discusses his personal philosophy in terms of education, society and the individual.

TD 1104
State Clearinghouse: NSW 8.24

Lingutla J
Applications of mathematics in vocational courses in India. Sydney: NSW Dept of TAFE, 1983, 5p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Cognitive Style; Mathematical Applications; Mathematics

Identifiers: India; Singapore

Abstract: This project aimed to exchange views and explore developments on the applications of mathematics to vocational courses in India and Singapore.

Social and economic forces in these countries ensure that comparable technical institutions attract students with a very high level of mathematical competence. A high level of mathematical ability is fostered as a necessary element in the development of high technology and the subject is studied both for its utilitarian value and as an intellectual discipline.

N.S.W. TAFE seems to lead in its contribution to and development of applications at the level of mathematics taught in technician courses but such involvement does not seem to sufficiently challenge or aid the acquisition of cognitive skills. To develop skills in logical thinking, problem solving and other thought processes the emphasis needs to change to teaching students *effective* mathematical applications.

TD 1105
State Clearinghouse: NSW 8.25

McGee D; Piterans S
Associate Diploma in Coalmining. Stage III Submission to the New South Wales Higher Education Board. Sydney: NSW Dept of TAFE, 1983, 129p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Accreditation; Curriculum Design; Engineering; Technological Advancement

Identifiers: Coalmining

Abstract: This submission was prepared for the N.S.W. Higher Education Board to accredit a new level of award for the study of coalmining in TAFE in NSW.

The course was developed from research indicating the need for those colliery managers who train through the TAFE college rather than University system, to study at advanced education level in this engineering field which is undergoing rapid technological development.

TD 1106
State Clearinghouse: NSW 8.26

Montague A; Naylor G
Survey of students at inner Sydney TAFE colleges. Sydney: NSW Dept of TAFE, 1983, 20p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Student Attitudes; Student Characteristics; Surveys; TAFE Colleges

Identifiers: Sydney

Abstract: A survey of 10% of students attending the five inner Sydney TAFE colleges was carried out in April 1983. The study investigated reasons for their choice of college and course, their interest in attending a college at sites under consideration for future colleges, and demographic data.

Findings showed that students from five colleges differed significantly in a number of areas (employment status, reasons for attending course). The school in which students were enrolled was also a significant variable as students differed significantly in the reasons they gave for enrolling in the course or courses and attending the specific college. Most students would have preferred to be studying at a different college particularly one within easy access of their homes.

TD 1107
State Clearinghouse: NSW 8.27

NSW Dept of TAFE. Multicultural Education Unit
Beyond Sydney. A report on the potential application of the English for Specific Purposes Program outside the Sydney Metropolitan area. Sydney: 1983, 157p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Disadvantaged; Educational Needs; English (Second Language); Multicultural Education; Rural Areas

Identifiers: Australian Second Language Proficiency Ratings; English for Specific Purposes Program; Multicultural Education Project

Abstract: This report is a compilation of four independent research projects undertaken in the Riverina, Hunter, North Coast and New England regions to: identify appropriate procedures for TAFE to meet learning needs of people from non-English speaking backgrounds living in non-metropolitan areas; and

identify any changes to Commonwealth or Departmental guidelines or to Department procedures for the English for Specific Purposes Program.

The research projects were co-ordinated by the four appropriate regional Outreach Projects to address the above research guidelines with local structuring of each project refined according to local conditions, in consultation with the TAFE Multicultural Education Unit. The report includes major recommendations which encompass the common issues drawn from each research project.

TD 1108
State Clearinghouse: NSW 8.28

Nairne E
TAFE servicing other institutions. Report to Board of Studies. Sydney: NSW Dept of TAFE, 1981, 44p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Adult Education; Community; Cooperative Programs; Educational Demand

Abstract: This report is concerned with the extent of servicing of private and government institutions by N.S.W. TAFE in meeting community educational needs. These needs varied from sheltered workshop training to training tradespeople on an aluminium smelting worksite.

The report discusses some major industrial and educational issues that such programs entail for TAFE, and highlights the need for vocational training of mildly intellectually handicapped and their supervisors, isolated secondary students for rural studies programs, and a greater commitment to adult education. Methodologies used include file searches, interviews with key central personnel and a statewide telephone survey of college administrators.

TD 1109
State Clearinghouse: NSW 8.29

Rumsey D
Future research into aspects of technical and further education. Sydney: NSW Dept of TAFE, 1983, 7p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Research; TAFE

Abstract: This paper provides an overview of areas of future research which should be undertaken in relation to TAFE. A taxonomy of research areas is provided together with an outline of the role TAFE might be likely to play in the future. The importance of research in providing an information base for planning and development is stressed.

TD 1110
State Clearinghouse: NSW 8.30

Rumsey D
TAFE: Short changed by technological change. Sydney: NSW Dept of TAFE, 1981, 14p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Curriculum; Educational Equipment; TAFE Teachers; Technological Advancement

Abstract: This paper provides an overview of the impact of technological change on TAFE.

It includes a description of the long term pattern of technological development and the various ways in which these developments affect community and industrial life.

The paper then outlines the critical implications of technological change for TAFE in terms of its effects on curriculum structure and content, on teachers and upon TAFE's stock of plant, equipment and accommodation.

TD 1111
State Clearinghouse: NSW 8.31

Rustomji L
In retrospect. A study of the views of 1982 EPUY and Work Skills Transition students on their training and their post course experiences in the labour market and education system. Sydney: NSW Dept of TAFE, 1983, 31p.
ISBN 072407922X

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Report No 10 - Transition Education Evaluation Team, Curriculum Services Division

Descriptors: Followup Studies; Labour Turnover; Student Attitudes; Transition Education; Youth Employment

Identifiers: Education Program for Unemployed Youth (EPUY)

Abstract: The follow up study of 1982 EPUY and work skills students sought to establish their views on the training they received and their post course experiences in the labour market and education system.

The study pointed to some problems at the interface between the training provided and the local labour market (a critical area warranting further research).

TD 1112
State Clearinghouse: NSW 8.32

Soo V
Refrigeration/Airconditioning. National Core Curriculum Task Force. Sydney: NSW Dept of TAFE, 1983, 12p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Progress Report No. 1.

Descriptors: Airconditioning; Curriculum; Refrigeration

Identifiers: National Core Curriculum; Refrigeration/Airconditioning

Abstract: This report includes a summary of progress and expenditure in 1983, proposed action and CPSG funding allocations for 1984 and a sample syllabus format for Refrigeration/Airconditioning NCC.

TD 1113
State Clearinghouse: NSW 8.33

Sweet R
An analysis of the Australian labour market for typists, stenographers and secretaries. Sydney: NSW Dept of TAFE, 1983, 78p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Employment Patterns; Labour Needs; Office Occupations; Secretaries; Typewriting

Abstract: Contrary to many predictions, overall demand for typists has shown no decline since the mid-1970s. However a noticeable decline occurred in the early 1970s, and underlying these trends has been a restructuring of demand by age, State, industry and hours. Demand for junior typists has fallen steadily since the mid-1960s. Estimates of formal supply suggest that it is the most oversupplied major occupation, but the newly trained appear to move fairly smoothly into the work force. The co-existence of high unemployment rates among qualified typists, declining demand for juniors and high levels of supply with high placement rates among the newly trained can be explained by high wastage rates from the occupation by those in their mid-20s to mid-30s. This wastage is due less to child rearing than to poor income and promotion prospects.

TD 1114
State Clearinghouse: NSW 8.34

Warrander A; Powell C; Jarvis A; McPherson D
A teaching guide of selected resources for Social and Life Skills. NSW Dept of TAFE, Sydney: Educational Resources Branch, 1983, 58p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Individual Development; Job Search Methods; Resource Materials; Sexuality; Social Development

Identifiers: Participation and Equity Program (PEP); Transition Education

Abstract: Includes 20 teaching guides for using a selection of audio visual media and simulation games in the following areas: (a) job seeking skills; (b) sex stereotyping, sexuality, sex education; (c) survival skills (consumer skill, legal issues, communication skills etc.).

It was specifically designed for use in the Social and Life Skills section of Transition courses (now Participation and Equity Programs), but would be relevant to other TAFE courses. Each guide uses the following format: title of resource and media format description; source; summary; overall aim; specific objectives; location in teaching/learning sequence; presentation suggestions; follow up suggestions.

TD 1115
State Clearinghouse: NSW 8.35

West T
A study of the fields of employment, job seeking experiences and/or areas of further studies of the 1982 final year full time Fashion Technology Certificate students at Bankstown Technical College. Bankstown, NSW: Bankstown Technical College, 1983, 6p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Education Work Relationship; Employment; Followup Studies; Relevance (Education)

Identifiers: Fashion Technology Certificate Course

Abstract: This report outlines the fields of employment, job seeking experiences and/or areas of further studies of the students who completed the Fashion Technology Certificate on a full time basis in 1982 at Bankstown Technical College. While the number of students involved is small, nevertheless all students completing the course were contacted. The experiences of each student are presented in case study form in the appendices.

TD 1116
State Clearinghouse: NSW 8.36

Sweet R
Some labour market aspects of youth policy. Sydney: NSW Dept of TAFE, Counselling Research Unit, 1983, 13p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Paper 1. AARE Annul Conference 1983. Round Table: Education and Youth Policy.

Descriptors: Employment Patterns; Labour Market; TAFE; Unemployment; Youth Employment

Identifiers: Participation and Equity Program (PEP); Transition Courses

Abstract: Initial government responses to youth unemployment were based upon little more than a crude analysis of unemployment rates by age.

Since the late 1970s research has expanded our understanding of many aspects of the youth labour market that are relevant to policy. These include the distinction between the part and full time youth labour markets, supply and demand relationships in declining youth employment, labour market flows and sexual divisions in youth labour market opportunities.

Areas in which more research is important include labour market segmentation between youth and adults, trends in local labour markets, the labour market for migrant youth, the composition of those youth on the fringes of the labour market but not measured by official unemployment statistics, and the explanation of trends in post compulsory educational participation, particularly in TAFE.

TD 1117
State Clearinghouse: NSW 8.37

Australian Association of TAFE Principals Inc. NSW Dept of TAFE
TAFE and technology. Sydney: 1983, 119p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Industry; TAFE; Technological Advancement

Abstract: A collection of papers prepared by speakers as a basis for their presentations at the Australian Association of TAFE Principals Inc., 1983 Workshop.

The theme, 'TAFE and Technology' was addressed by speakers from a range of viewpoints, such as developments in industry (Australian and overseas), computers, human resource development, and aspects of training.

The keynote address was presented by Barry Jones, Minister for Science and Technology.

TD 1118
State Clearinghouse: NSW 8.38

Rumsey D
Policy priorities in the Australian steel regions. Retrenched workers in the steel industry: An assessment of TAFE provision. Sydney: NSW Dept of TAFE, 1983, 12p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Industry; Metal Industry; Retraining; Retrenchment

Identifiers: Hunter Region; Labour Adjustment Training Arrangement (LATA)

Abstract: This paper outlines the role TAFE is playing in the industrial redevelopment of the steel region of the Hunter Valley and the Special Commonwealth/State initiatives now being undertaken to assist retrenched workers to retrain and take part in the industrial restructuring of the region.

An outline is given of the range of current TAFE provision and the strategy within which the initiatives have been framed.

TD 1119
State Clearinghouse: NSW 8.39

Pruden W
By an examination of the planning and utilisation of facilities of the School of Electrical Engineering, North Sydney Technical College, an attempt to draw general conclusions about their implications for TAFE college principals in making decisions. Sydney: Sydney College of Advanced Education, 1984, 70p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: College Planning; Educational Facilities Planning; Principals; TAFE Colleges

Identifiers: North Sydney Technical College; School of Electrical Engineering

Abstract: This report is about educational planning and the external and internal forces which change 'the plans for' and 'the planned use of' TAFE college accommodation.

Five major parts discuss past and present processes/problems in planning; the role of a college principal in managing accommodation resources; a history of legislation and an arbitration decision affecting TAFE planning; an example of 'planning' (North Sydney Technical College's School of Electrical Engineering); and the future of college principals in managing and integrating college accommodation.

Due to lack of officially recorded data, the emphasis of the report is one of managing college accommodation with the benefit of existing educational planning data. Five recommendations are made which aim to increase the awareness of college administrators about existing planning data, which can assist in decision making.

TD 1120
State Clearinghouse: NSW 8.40

Duncan J
Investigation of the system of dual enrolment in the USA between Secondary Schools Area Vocational Centers and Community Colleges for students electing to undertake Business Studies in Years 11 and 12. Sydney: NSW Dept of TAFE, 1984, 38p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Business Education; Dual Enrolment; Enrolment; General Education; Vocational Education

Identifiers: USA

Abstract: This report investigates vocational and general education curriculum and enrolment procedures for students in years 11 and 12 in US secondary education.

The study was conducted by review of literature and interviews with staff from State Boards of Education, community colleges and area vocational centres.

As well as the system of dual enrolment between these institutions, the report outlines state education organisation structures, vocational planning, the system of articulation and competency based education, student assessment, student counselling, course structure and content, and teacher certification in this field.

It concludes that various methods of providing vocational education through comprehensive high schools, area vocational centres and community colleges lead to a higher percentage of general education in business studies courses than the current structure existing in the N.S.W. education system.

TD 1121
State Clearinghouse: VIC 8.1

Beswick D; McDermott K; Anwyl J; Harman G
Principles for the future development of community colleges in Victoria. Hawthorn Vic: TAFE Board, 1983, 44p.
ISBN 0724152938

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Access To Education; Adult Education; Community Colleges

Abstract: This report was prepared to assist the TAFE Board, Victoria, in the development of the concept of community colleges.

The aim of the study was to review developments elsewhere by fieldwork and a study of literature and to apply some of the general educational principles which appeared most relevant on the nature of pilot projects which might be undertaken.

TD 1122
State Clearinghouse: VIC 8.2

Kinross J
Women's access to TAFE in Victoria: A report for the TAFE Board — Victoria. Victoria: Melbourne: TAFE Board, 1983, 91p. and appendices.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Equal Education; Program Evaluation; TAFE; Womens Education

Abstract: This report is the result of the findings of the Women's Access Project.

The aim of the project was to provide the TAFE Board with the information necessary to assist it in the formation of its policy on equal opportunity and how this could be actioned.

The report in no way attempts to give a detailed evaluation of current women's programs; but rather to give a general impression

of what is already being done and what else needs to be done.

The report gives recommendations for TAFE colleges, the TAFE 'system' and for the community.

TD 1123
State Clearinghouse: VIC 8.3

Powles M
Financial support for TAFE students in Victoria: A review of assistance programs and their effects on students and colleges. Victoria, Melbourne: TAFE Board, 1984, 71p.
ISBN 0724129588

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Access To Education; Financial Needs; Student Financial Aid; TAFE Students

Abstract: Current financial support provisions for TAFE students in Victoria are inconsistent, often inadequate and work against improved access and participation opportunities especially for students from lower socio-economic groups.

By reviewing the wide spectrum of allowances in operation as they appear from the points of view of student and college, this study highlights inadequacies in particular schemes and gaps and anomalies created by different systems of administration.

The study suggests small changes that might be made in the absence of any immediate rationalisation of support schemes, and argues a case for a more integrated national youth policy.

Appendix 2 lists financial support schemes for TAFE students; the allowances; eligibility criteria; rates of financial support.

TD 1124
State Clearinghouse: VIC 8.4

McBeath C
Accelerated apprenticeship pilot program (Hairdressing). Geelong Vic: Gordon Technical College, 1983, 46p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Accelerated Training; Apprenticeships; Cosmetology; Course Evaluation

Identifiers: Hairdressing

Abstract: An accelerated Hairdressing apprenticeship training course was conducted at the Gordon Technical College in 1981-82. Eleven apprentices completed Stages One and Two in the first year, attending college three days a week. Stage Three was completed in the second year, under normal day-release conditions.

The report discusses the advantages and the problems involved and recommends that the course should be run again, with some changes to course organisation. The biggest problem may be how to structure any further accelerated course within the strictures of the 40-hour week award.

The report also contains results of a mid-course survey 1981, preliminary evaluation report 1982, and samples of research instruments.

TD 1125
State Clearinghouse: VIC 8.5

Clyne B
Curricula and teaching strategies used in the vocational training of deaf students in the USA; overseas study tour final report 1983. Richmond Vic: Richmond College of TAFE, 1983, 71p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Accessibility (for Disabled); Adult Vocational Education; Deafness

Identifiers: Atlantic Provinces Resource Centre for The Hearing Handicapped; Canada; National Technical Institute for the Deaf; St Paul's Technical Vocational Institute; Waubonsee Community College

Abstract: This report is the result of a study tour to the USA and Canada to examine curricula and training of deaf students.

To achieve this a range of recommended institutions was visited. It was found that, in terms of vocational and academic excellence, the deaf are as competent as any other group of students. However, in order to allow them to be main-streamed and to compete with their peers, it is necessary to provide them with extensive supportive services as well as preparatory programs. Furthermore, they can more easily reach their optimum potential if given adequate technical or vocational training in specialised areas using multi-variate media in an existing facility normally serving hearing students, and as a result, can be employed at a level commensurate with their abilities.

TD 1126
State Clearinghouse: VIC 8.6

Hardy B; Richetti A
Participants in the Victorian TAFE Transition Program (April, 1983). Victoria, Melbourne: Transition Education Advisory Committee, 1983, 24p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Profiles; Student Characteristics; Transition Education

Identifiers: Transition Education Advisory Committee, Victoria; Transition Education Unit, Victoria

Abstract: The paper presents data collected in a census survey of participants of TAFE Transition programs, conducted in April, 1983.

Characteristics of participants analysed include sex and age distribution, educational background, employment history, involvement in other youth training initiatives, and details of participant's reasons for joining TAFE Transition Programs. Data is analysed in terms of the different types of course offered within the transition program in Victoria e.g. EPUY, Prevocational Courses.

Where possible, comparison is made with previous census data and with the general population within the Transition target age range. A series of policy conclusions and recommendations are drawn from the findings of the census.

TD 1127
State Clearinghouse: VIC 8.7

Victoria. TAFE Board
TAFE selected statistics 1981 1982 1983. Melbourne: 1984, 11p. and tables.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Enrolment; School Statistics; Teachers

Abstract: This document gives tables and statistics which summarise information obtained from 1981, 1982 and 1983 National Statistical Collections for Victoria. Figures include: student numbers by stream and field; student contact hours by stream and field; full time teachers (hours); non-teaching staff (eft); student numbers by sex.

TD 1128
State Clearinghouse: VIC 8.8

Hammond B
A perspective on career guidance in USA, Canada and UK, Barbara Hammond study tour, March - May 1983. Carlton, Victoria: Vocational Orientation Centre, 1983, 74p.

Format: M-fiche Hard Copy (Loan)

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Career Guidance; Dial Access Information Systems; Online Systems

Identifiers: Canada; CASCAID (UK); CHOICES (Canada); JIGCAL (UK); The National Centre for Research in Vocational Education (Ohio); United Kingdom; United States

Abstract: This report gives a detailed resume of the findings of a study tour to USA, Canada and UK, which covered the following areas: Overview of career guidance and information resource methods and centres; overview of career counselling strategies; a brief look at unemployment/industry co-operation schemes; detailed examination of computerised career guidance systems, including CHOICES, Microchoices, SGIS, JIGCAL, CASCAID, a brief view of Prestel, MAUD and SELSTRA.

The report is written for internal purposes to assist in refining the goals and directions of the Vocational Orientation Centre. Recommendations are not specifically included in a separate form, as the document is for information and discussion.

Supporting material (kits, games, posters, research documents, example printouts, audio visuals etc.) is available on loan from the VOC.

TD 1129
State Clearinghouse: VIC 8.9

Frankston College of TAFE
Ideas in mathematics for TAFE transition programs. Frankston Victoria: 1982, various (141p.)

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Compensatory Education; Remedial Mathematics; Teaching Guides

Identifiers: Numeracy

Abstract: 'Ideas in Mathematics' contains ideas and resources for numeracy program development.

Although developed primarily to assist co-ordinators of TAFE Transition Programs (e.g. EPUY), it has wide applicability to those working with groups in compensatory education, remedial or access programs, and those working in community based numeracy programs.

The resource is particularly useful for those involved in basic numeracy programs who are not formally trained in teaching mathematics. Included are the four basic operations in whole numbers and decimals, fractions and introduction to algebra.

'Ideas in mathematics' was prepared by Frankston College of TAFE, Compensatory Education Department, from ideas and information supplied by various TAFE Transition groups in Victoria.

TD 1130
State Clearinghouse: VIC 8.10

Burns I B G; Houghton J; Downie W; Cunningham J
Future directions for TAFE in the inner urban area of Melbourne. Victoria, TAFE Board, 1983, 250p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Access To Education; Inner City; Long Range Planning; Urban Education

Identifiers: Inner Melbourne; TAFE Providers

Abstract: This final report addresses the provision of technical and further education in and from the inner urban area of Melbourne over the next twenty years.

The report summarises the special features of TAFE in the inner urban area, sets out the proposed role, aims and objectives of the inner urban TAFE system, canvasses a range of pertinent issues, and lists a series of actions considered necessary to achieve a more rational provision of technical and further education in and from the inner urban area.

The TAFE Board did not accept all the recommendations of the report; but set up its own sub-committee to study the recommendations and resolved the following: 'Resolution 17/1984: That the Board adopt the recommendations from the Sub-committee relating to the implementation of the Inner Urban Study as outlined in document TB 14/84, the Sub-committee to review and report on progress to the December 1984 meeting of the Board'.

TD 1131
State Clearinghouse: VIC 8.11

Stock B; Peters L
Report of an occupational analysis of the trade of Fitting and Machining. Victoria, Melbourne: TAFE Board, 1983, 3v. (v.1-169p.; v.2-14p.; v.3-22p.).

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Employer Attitudes; Job Analysis; Metal Working; Student Attitudes

Identifiers: Victoria

Abstract: This report is based on a survey of apprentices in the trade, engineers and executives working with tradesmen, and fitting and machining tradesmen.

The findings and recommendations formed the basis on which a new curriculum was developed in Victoria during 1983. The report is accompanied by 'Fitting and Machining Occupational Analysis: Management Survey' and 'Fitting and Machining Occupational Analysis: Apprentices' Survey.

TD 1132
State Clearinghouse: VIC 8.12

Smeaton H
Library technicians course review workshop; workshop report 22-23 June, 1983. Footscray Victoria: Footscray College of TAFE, 1983, 90p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Library Technicians; Task Analysis

Abstract: This workshop was conducted as part of a reseach project into the role of the library technician. A description of the pre-workshop activities is given.

Participants identified: The major duties of a library technician; the tasks to be performed in these duties, in different types of libraries; and the skills, knowledge and attitudes required in the performance of each task. The report details all of these under the headings of the different types of libraries: State; Academic; Public; School; Special. An evaluation of the workshop is also included.

TD 1133
State Clearinghouse: VIC 8.13

Akerstein H
Implementation of innovation: PLATO at CIT-TAFE. Melbourne: Caulfield Institute of Technology, 1983, 127p. (includes appendices).

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Computer Assisted Instruction; Program Evaluation; Teacher Attitudes

Identifiers: PLATO; PLATO, BSLS Mathematics

Abstract: The project examines implications and challenges of computer technology, some limitations, inherent resistance in organisations to innovation; and assesses the implementation of PLATO as an innovation at CIT-TAFE.

The literature survey shows that CAI compels students to be actively involved in their own learning, at a pace suited to the individual student. It involves self-pacing and feedback-corrective procedures.

While learning via PLATO seems to offer no significant improvement in student achievement, compared with traditional classroom learning, it does however decrease the time required for students to complete the course. PLATO appears to be an excellent 'tool' in teaching/learning for students, in particular for the mature-age student. Finally, it is recommended that future CBE should be micro-PLATO based to minimise the costs, thereby removing one of the major obstacles to the success of PLATO as a CAI system.

TD 1134
State Clearinghouse: VIC 8.14

Bell M
Provider based assessment: Ramifications, policy. Victoria, Melbourne: TAFE Board, 1983, 21p. Appendices (111p.).

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Administrator Attitudes; Employer Attitudes; Student Assessment

Abstract: This paper considers in detail, the ramifications of replacing external student assessment with provider based assessment for TAFE throughout Victoria. In the light of these ramifications, a policy of phased introduction of provider based assessment is recommended.

The discussion is structured under the following themes: Description of a successful instance (Motor Vehicle Studies) of provider based assessment; the viewpoint of employers and various licensing and other authorities towards provider based assessment; the viewpoint of providers, and one selected study area (Electrical and Electronics); reporting of comparative research into an interstate school based system of student assessment. This document is for discussion purposes only.

TD 1135
State Clearinghouse: VIC 8.15

Reid J
The Melton study; a survey of recent school-leavers and employers in the western metropolitan region of Melbourne. Footscray Victoria: Foostcray College of TAFE, 1983, 821p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Education Work Relationships; Employer Attitudes; Unemployment; Youth Employment

Identifiers: Recent School Leavers

Abstract: The aim of the study was to provide information about the characteristics and size of the non-apprentice job market for recent-school-leavers (RSLs) in the Western Region and to examine the status of a group of unemployed RSLs in relation to the job market.

Employers' opinions were surveyed in the following six areas: (a) types of jobs considered to be suitable for RSLs; (b) knowledge, skills and attitudes of young job seekers; (c) the number of job opportunities for RSLs likely to become available in 1983; (d) educational standards expected of young job applicants; (e) the causes of unemployment; (f) their expectations for the performance of the economy and their own business prospects. Informal interviews with RSLs were also conducted.

The Melton Study identifies the problems and recommends a number of approaches which indicate that the educational sector will need to take a more effective role in servicing young people. The study was managed by Footscray College of TAFE on behalf of the TAFE Board Victoria.

TD 1136
State Clearinghouse: VIC 8.16

Kemmis S; Dawkins D; Brown L; Cramer B; Reilly T
Transition and reform in the Victorian Transition Education Program: The final report of the Transition Education Case Study Project. Victoria, Melbourne: Transition Education Advisory Committee, 1983, 293p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Evaluation Methods; Program Evaluation; Transition Education

Identifiers: Transition Education Advisory Committee, Victoria; Education Program for Unemployed Youth

Abstract: The aim of the Transition Education Case Study (TECS) project was to prepare a series of case studies which provided information about and insight into the many diverse activities surrounding transition education in Victoria, in the hope that these would be of benefit to policy-makers and, equally, provide inspiration and enthusiasm for the participants in the many other projects already in operation and in planning.

This final Report is concerned with the substantive issues which permeate transition education in Victoria. It represents a view of transition education in Victoria derived not only from data collected for the case studies, but also from observations drawn from visists to many other projects; of the administration of TEAC; and of many diverse groups involved in the Transition from School Work Program.

TD 1137
State Clearinghouse: VIC 8.17

Ward Simpson
TAFE outer western metropolitan area study. Victoria, Melbourne: TAFE Board, 1984, 99p.

Format: M-fiche Hard Copy (Loan)

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Access To Education; Demography; Needs Assessment

Identifiers: Altona; Bacchus Marsh; Brooklyn; Deer Park; Laverton; Maidstone; Maribyrnong; Melton; St Albans; Sunbury; Werribee

Abstract: This report details the findings of a study to identify a strategy for the provision of technical and further education in the outer west of Melbourne. Community demand is studied in general and specifically in twelve separate areas.

The education and training needs are identified, as are the appropriate site locations. The cost effectiveness of the proposed services in the area are documented. Data were collected on the community, industry, and employment opportunities. Facilities required and proposed are detailed. Suggestions are made and recommendations regarding implementation are made.

TD 1138
State Clearinghouse: VIC 8.18

Begg Barrack Douglas & Company
TAFE in the outer north eastern metropolitan area (the Diamond Valley Study Area). Victoria, Melbourne: TAFE Board, 1983, 83p.

Format: M-fiche Hard Copy (Loan)

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Long Range Planning; Needs Assessment; Regional Characteristics

Identifiers: Diamond Valley Study Area; Epping; Eltham; Greensborough; Hurstbridge; Preston College of TAFE; Telematics; Whittlesea

Abstract: The report studies socio-economic and geographical data relating to the north eastern fringes of the Melbourne metropolitan area.

Educational and training needs together with facilities both existing and proposed are detailed. Alternatives for the provision of TAFE are discussed.

Recommended stages of development are provided. A summary of recommendations suggest proposed action to be taken.

TD 1139
State Clearinghouse: VIC 8.19

Curwood M
Overseas skills training centre investigation. Melbourne: Holmesglen College of TAFE, 1983, 120p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Skill Centres; Trade Courses; Vocational Training Centres

Identifiers: Canada; Germany; Manpower Services Commission; Paris; Skills Training Centres; Switzerland; United Kingdom

Abstract: The Holmesglen College of TAFE was established to include training for the Building and Construction and Clay & Ceramics Industries, as well as to meet the TAFE program needs of the local community. A master plan is being developed for the site which includes the building of a skills centre in an existing large factory building. It is planned that the skills centre will be an innovative development and will bring together the many components and functions of the Building Industry into an integrated mode of training. This will involve co-operative training on full scale construction.

The purpose of the investigation was to gain information and knowledge in relation to similar training facilities in other countries, to gain some insight into their mode of operations and to test the new concept developed for the Holmesglen College skills centre against the operation of these training facilities. Skill centres in the United Kingdom, West Germany, Switzerland, France and Canada were visited.

TD 1140
State Clearinghouse: VIC 8.20

Preston College of TAFE
Further Certificate of Business Studies (Management): Instruction guides. Preston, Victoria: 1983, 4v. (v.1-60p; v.2-30p; v.3-37p; v.4-35p.).

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Business Administration Education; Money Management; Personnel Management; Teaching Guides

Identifiers: Management

Abstract: The guides are designed to give assistance to both the experienced and the new instructor concerning recommended resources and the type of assignments/tests currently in use. The four volumes cover: (a) Human Management; (b) Finance for Managers; (c) Introduction to Management; (d) Management Project. The Management Project booklet consists of a series of reports, assessment guides and film listings which may be used in preparation for the Management project.

TD 1141
State Clearinghouse: VIC 8.21

Clement T
Certificate of Technology Electrical: Syllabuses for Electrical Machines 1H and Electrical Drafting Principles 2H. Victoria, Melbourne: TAFE Board, 1982, 2 vols. (v.1-111p; v.2-231p.).

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Course Descriptions; Electronic Technicians

Identifiers: Electrical Machines 1H; Electrical Drafting Principles 2H

Abstract: Electrical Machines 1H is a compulsory Stage 3, 2 unit 96 hour subject within the Certificate of Technology - Electrical. The subject addresses the operating principles and applications of D.C. and A.C. machines and transformers at a level aimed at technical officer personnel working in an electrical power and industrial control environment.

Electrical Drafting Principles 2H is a 2 unit 68 hours subject within the program leading to the Certificate of Technology - Electrical. The subject is an elective and provides skills and knowledge of electrical drafting techniques and procedures for technical staff not working as draftspersons.

TD 1142
State Clearinghouse: VIC 8.22

Blum A A; Watkins H P; Hawkins H S
An evaluation of the Victorian Farm Apprenticeship Scheme. Agricultural Extension Section, School of Agriculture and Forestry, Melbourne: University of Melbourne, 1984, 168p.
ISBN 085730332

Format: M-fiche Hard Copy

Availability: Agricultural Extension Section, School of Agriculture and Forestry, University of Melbourne (Hard Copy); VIC TAFE Clearinghouse (Mfiche)

Price: Hard Copy (10.00); Mfiche (free)

Descriptors: Course Evaluation; Employer Attitudes; Farm Occupations; Student Attitudes

Identifiers: TAFE Agriculture Trades Advisory Committee

Abstract: The report presents the results of an action - research project designed to evaluate the strengths and weaknesses of the scheme and to make certain comparisons between apprentices, Certificate of Agriculture students and young farm workers who chose not to undertake formal training. Also, it looks at views of farmers who employ apprentices, farmers who employ unindentured young farm workers, agriculture instructors and TAFE Agriculture Trade Advisory Committee members.

The results show that nearly all those who are involved with the scheme are very positive about it, and are satisfied generally. Lack of knowledge of the scheme is a major reason why some farmers do not employ apprentices.

TD 1143
State Clearinghouse: VIC 8.23

Blyth J
Monitoring and evaluation for TAFE Transition Programs; an introduction. Victoria, Melbourne: TAFE Board, 1982, 64p.
ISBN 072413462X

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Evaluation Methods; Program Evaluation; Transition Education

Abstract: The impetus for this paper has come from workers in the field expressing concern about evaluating their work.

The paper covers: what is evaluation; why do you evaluate; putting the evaluation process into action; the process in action.

Appendices include: evaluation and monitoring plan; initial profile guide; half-way evaluation guide; student questionnaire; checklists; project planner; guidelines for developing objectives; some questions to ask when analysing data; EPUY evaluation guide, etc.

The papers are presented in a four ring folder to allow additional material to be added.

TD 1144
TAFE National Centre: 8.8

Kennedy K; Williamson J; Patterson C
Curriculum implementation: An annotated bibliography. Adelaide: TAFE National Centre for Research and Development, 1984, 92p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 6.00 (Hard Copy)

Series: (Occasional Paper 7)

Descriptors: Annotated Bibliographies; Curriculum Development

Identifiers: Curriculum Implementation

Abstract: This book has resulted from a study of curriculum implementation commissioned by the TAFE National Centre for Research and Development. It represents the results of an extensive review of the existing literature on curriculum implementation. It is not TAFE specific since very little implementation research has been conducted in that area. Rather, examples are drawn from all sectors of education in order to build up a general picture of existing knowledge related to implementation processes.

The vast majority of literature reviewed here is North American in origin. This does not mean, however, that the concerns surrounding the utilisation of curriculum research and development are expressed solely in the United States and Canada. Indeed, much of the work of European curriculum researchers can be viewed in the context of issues which lie at the heart of curriculum implementation.

TD 1145
TAFE National Centre: 8.9

Meredith G
TAFE and the needs of small business. Adelaide: TAFE National Centre for Research and Development, 1984, 51p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 4.00 (Hard Copy)

Series: (Occasional Paper 8)

Descriptors: Business Education

Identifiers: Small Business Education

Abstract: The paper initially presents a brief overview of TAFE activities associated with the small business sector. The discussion then identifies small business target groups and draws on past research in Australia and overseas to specify perceived small business needs. Policies and structures essential on a national basis to meet those needs are examined and the role of TAFE in the proposed programs suggested. Finally, the paper examines the question of implementing change, monitoring performance and resistance to change.

TD 1146
TAFE National Centre: 8.10

Hayton G
The job profiles of training and development personnel in Australia. Adelaide: TAFE National Centre for Research and Development, 1984, 67p. plus appendices (116p.)

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 12.00 (Hard Copy)

Series: (Working Paper 4)

Descriptors: Curriculum Development; Job Specifications; Occupational Analysis; Occupational Information; Trainers

Abstract: For the purposes of this project the occupational group of trainers in industry was defined as follows: *Trainers* are those who spend at least half of their time at work in any training functions. *Industry* includes all organisations, including private, semi-government and government, except educational institutions. Teachers and instructors in educational institutions are thus not included. Private consultants who provide and/or present training are included.

This project was split into two stages. Stage 1 aimed to obtain the job profiles of trainers in Australia, based on a survey of the time spent on each task in an inventory of 131 tasks covering the scope of the work performed by trainers.

Stage 2 aimed to determine the difficulty of learning and the importance of each of the 131 tasks in the inventory.

TD 1147
TAFE National Centre: 8.11

Byrne M J; Houston D J; Thomson P
The Evaluation of TAFE Institutions: Handbook. Adelaide: TAFE National Centre for Research and Development, 1984, 490p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 30.00 (Hard Copy)

Series: (Commissioned Report 4)

Descriptors: Evaluation Criteria; Handbooks; TAFE Colleges

Abstract: This is a trial edition of a handbook of instruments for use by college evaluators. The handbook is part of a project which has developed a three phase process for the evaluation of TAFE colleges. These phases are: Profile, Goal Identification, and Inquiry.

In the development of this process, some important assumptions were made, including the following:

(a) The best evaluations are those carried out voluntarily by persons with the capacity to influence recommendations: evaluation should be internally developed and internally controlled. The process is concerned therefore with college self evaluation (self study).

(b) Internal evaluation must involve external participation for reasons of objectivity and credibility. The use of external consultants is seen as important for these reasons.

(c) Internal evaluation must be supported externally by those in a position to act on relevant recommendations.

In addition to this handbook a comprehensive report (TD 1023) on the development of this approach to the evaluation of TAFE colleges has been produced.

TD 1148
TAFE National Centre: 8.12

Skott D (ed)
National TAFE Clearinghouse Conference Adelaide: TAFE National Centre for Research and Development, 1984, 20p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: Free

Series: (Conference Report 3)

Descriptors: Clearinghouses; Conference Proceedings

Abstract: The second conference of TAFE Clearinghouse Officers was held at the TAFE National Centre for Research and Development in Adelaide, June 1984. The objective of the Conference was to discuss the operation of the Clearinghouse system to ensure continued success of its activities. A number of suggestions for improving and streamlining the system were discussed and have now been implemented.

TD 1149
State Clearinghouse: TAS 8.1

Hocking H
Evaluation of TAFE programs; an analysis of processes, issues and methodologies. Hobart, Tas.: Tasmanian Education Dept, Research Branch, 1984, 36p.
ISBN 072462040
ISSN 01579649

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Series: (Research study n. 93)

Descriptors: Educational Research; Evaluation; Evaluators; Research; TAFE

Abstract: Commissioned by the TAFE National Centre for Research and Development, the purpose of this research project was to document activities in TAFE in Australia, present a general analysis of the 'state of the art', including some analysis of the various approaches used by States, and stimulate debate on the development of evaluative processes appropriate to the TAFE operation.

The project involved an analysis of documents evaluating programs in TAFE and interviews with TAFE personnel in several States about the processes through which evaluation took place. A range of issues is discussed concerning evaluation as an effective tool for improvement of TAFE programs. The report features the most exhaustive list of evaluation documents on TAFE programs

throughout Australia. Intended audiences were seen to be administrators and practitioners in the TAFE System. The focus was on vocational and prevocational programs drawing out the issues about evaluation in TAFE as a whole.

TD 1150
State Clearinghouse: TAS 8.2

Tasmania. Education Dept. Div of TAFE
PEP for young women: A study of non-traditional courses to assist TAFE planners with participation and equity programs. Hobart: 1984, 109p.
ISBN 0724606572

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Females; TAFE; Transition Education; Transition Programs; Womens Education

Identifiers: Participation and Equity Program (PEP)

Abstract: The purpose of this study compiled by M. Shegog and P. Sara was to assess the demand for trade-related transition/PEP courses for young women and the need for structured support systems in Tasmanian TAFE colleges. The study evaluated transition courses for girls in atypical areas, usually trade-related, by conducting interviews with administrators, teachers and students. The findings were compared with the comments of some unemployed people, CES officials, female students in traditional courses, and female students in mainstream atypical courses.

The report presents comparative statistical data on employment and earning rates of males and females in a sociological perspective. It examines the role of TAFE in expanding opportunities for young women in terms of the philosophy underlying the Participation and Equity Program. Major recommendations are made in the areas of recruitment, orientation, course content and structure, the issue of single sex or mixed classes, the need for support and counselling, staff development, co-ordination, continuity and liaison both within TAFE institutions and between TAFE, the secondary colleges and the community.

TD 1151
State Clearinghouse: TAS 8.3

Reid I
Evaluation of agricultural training programs within TAFE in Tasmania. Bendigo, Vic.: Bendigo Technical College, Farming Dept, 1983, 34,(40)p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Agribusiness; Agricultural Education; Course Review; Evaluation; Farm Management; TAFE

Abstract: Commissioned by TAFE, Tasmania, this report is an evaluation of the agricultural apprenticeship training programs in Tasmania, in terms of their effectiveness in meeting the needs of the industry and persons involved therein. The terms of reference included recommendations on future provision as well as an examination of physical facilities and human resources required to meet existing and future requirements. The mode of training and course content was analysed and interviews were conducted with industry to determine effectiveness of existing training. The consultants based the report on the needs of the practising farmer, rather than on the educational institution.

Part 1 examines facilities for Agricultural Apprenticeship Training in Burnie; Part 2 examines the rural apprenticeship program and Part 3 makes recommendations for Farmer Education Programs in Tasmania and TAFE structures required to meet these needs.

TD 1152
State Clearinghouse: TAS 8.4

Kelleher J P
Performance testing in TAFE. Hobart, Tas.: Tasmanian College of Advanced Education, Div of Teacher Education, 1983, 123p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Competency Based Education; Testing; Test Validity

Abstract: The purpose of the paper was to examine the fundamental principles and primary functions of TAFE performance testing. Written specifically for TAFE teachers constructing performance tests in order to assess students' practical skills, the paper presents guidelines and outlines procedures to adopt in the development of a scoring-based classification of tests. Further, suitable marking schemes to maximise overall test validity are produced using this classification. As there is a scarcity of literature currently available on performance testing in TAFE, much of the material is based on the author's personal experience and other Tasmanian TAFE teachers' experience. The paper's intention is to encourage TAFE teachers to conduct limited research into the validity of performance tests constructed.

TD 1153
State Clearinghouse: TAS 8.5

Richardson B; Turnbull P
An enquiry into the training and subsequent employment of secretarial students who passed through the Hobart Technical College 1980-1982. Hobart, Tas.: Tasmanian College of Advanced Education, Div of Teacher Education, 1983, 66,(100 p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Curriculum Evaluation; Employment; Relevance (education); Secretaries; Student Attrition; TAFE

Abstract: The report is a survey of all students who completed the one year full-time Secretarial Certificate (Receptionist) course since its inception in 1980. Being the major offering of the School of Commerce and Secretarial Studies at the Hobart Technical College, and having run three full years, the course was considered to provide the best sample for an evaluation of whether acknowledged curricula objectives were being met.

The survey's objectives were to determine how effective the course was in equipping students to obtain employment, and secondly, to determine its relevance to student needs in the workforce. The sample included 61% of the eligible population using questionnaires and interviews as survey instruments. The authors drew 19 significant conclusions, making recommendations for a restructuring of the course to meet the needs of the clientele and community.

TD 1154
State Clearinghouse: TAS 8.6

Tasmania. Education Dept. Tasmania Media Centre
AV resources to support child care certificate course; available from the Tasmania Media Centre Library, May 1983. Hobart: 1983, 106p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Bibliographies; Child Care Occupations; Educational Resources

Abstract: The bibliography, prepared by the Media Librarian, Tasmania Media Centre, lists resources which have been selected to match the curriculum topics contained in the Child Care Certificate course. Resources are arranged alphabetically by curriculum headings used in the syllabus. A title index is included.

TD 1155
State Clearinghouse: TAS 8.7

Pfister F
Trade training revision in bread manufacturing. Hobart, Tas.: Tasmanian College of Advanced Education, Div of Teacher Education, 1983, 56p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Cooking Instruction; Course Reviews; Curriculum Evaluation; Food Processing Occupations; TAFE

Abstract: This is an individual project submitted in partial fulfilment of the requirements for the Diploma of Teaching (TAFE) at the Tasmanian College of Advanced Education.

The aims of the project were to foster a further integration of TAFE and industry; re-evaluate the current form and content of bakery education; identify possible future directions of the industry and the consequent implications in relation to training; create a base for discussion within training institutions and the industry, and for constructive dialogue between these two areas.

The document is in six parts, covering the background to the project; the current situation; training; a manpower audit of the bread manufacturing industry; a survey questionnaire with a summary of comments from respondents; and conclusions. The material also includes tables covering Bakery Trades apprentice numbers in the years 1978-83.

TD 1156
State Clearinghouse: TAS 8.8

Tasmania. Education Dept. Div. of TAFE
Industrial instrument mechanics apprentice trade syllabus. Hobart: 1984, 38p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Electrical Occupations; Electronic Technicians; Instrument Technicians; TAFE

Abstract: This course aims to give students a thorough grounding in the theory and practice of a wide variety of process control instrumentation, and control techniques. On completion, the student should be proficient in the skills of maintenance, installation and fault-finding of both pneumatic and electronic instruments and control systems. The syllabus, issued January 1, 1984, contains full information on entry requirements, duration, examination/assessment requirements, award, texts, content of each subject, and student

performance objectives. Subjects in the two-year block-release (three fortnightly blocks per year) are: Stage 1 - Applied Electricity I, Drawing, Fitting Theory, Fitting Practice; Stage 2 - Applied Electricity II, Instrument Electronics I, Industrial Instruments I; Stage 3 - Instrument Electronics II, Industrial Instruments II.

TD 1157
State Clearinghouse: TAS 8.9

Tasmania. Education Dept. Div. of TAFE
Training needs for electronics mechanics. Hobart: 1984, 39p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Course Review; Curriculum Evaluation; Electrical Occupations; Occupational Survey; TAFE

Abstract: This report was prepared to evaluate some aspects of the course Electronics Mechanic, which has been conducted at the Alanvale Community College TAFE campus for the past three years. Through a questionnaire, a survey was conducted to collect opinions of key people in businesses and companies throughout the State who either employ, or have the potential to employ trained Electronics Mechanics. The questionnaire sought to define training needs as perceived by respondents. A total of 52 questionnaires were distributed and the results of 33 responses are recorded. The document contains copies of responses; the questionnaire; names and addresses of respondents. Conclusions based on the exercise are not included.

TD 1158
State Clearinghouse: TAS 8.10

Tasmanian Ambulance Service
Certificate of Applied Science (Ambulance Officer) Course. Hobart: 1979, 86p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Emergency Squad Personnel; Medical Services; TAFE

Abstract: This course is being trialled in 1984 as part of the curriculum of the School of Science and General Studies at Hobart Technical College. The document includes the goals of the course; entry prerequisites; assessment methods; detailed breakdown of all aspects of each subject; texts and references; and a curriculum development model chart.

The aim of the course is to prepare a graduate to meet the expectations of the community as an ambulance officer and as a member of a health care team; to continue to develop his professional career; and to further his personal development.

The units of the course detailed in the document are: Introduction to Ambulance Care; Ambulance Studies - Driving and Maintenance; Ambulance Studies - Human Relations; Ambulance Studies - Instructional Techniques; Ambulance Studies - Administration; Ambulance Studies - Applied Science; Ambulance Studies - Rescue; Communications and Report Writing; and Introduction to Advanced Ambulance Care. Advanced Ambulance Care subjects covered are: Cardiovascular System; Medical Emergencies; Trauma; Psychiatry; Obstetrics; Paediatrics; Respiratory System.

TD 1159
State Clearinghouse: TAS 8.11

Tasmania. Education Dept. Div of TAFE.
Commerce/Secretarial Studies syllabus. Hobart: 1984, 152p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Business Education; Office Occupations Education; Secretaries; TAFE

Abstract: Complete syllabus information on Commerce/Secretarial course currently conducted in TAFE colleges throughout Tasmania. The syllabus, issued January 1, 1984, contains course aims and objectives; entry requirements; duration; examination/assessment requirements; awards; texts and references; and full details of compulsory and elective subjects in the following courses for the full range of courses ranging from Certificate of Business Studies to Secretarial Retraining.

TD 1160
State Clearinghouse: TAS 8.12

Weeda J
A guide for Builders' Labourers. Tasmania: Devonport Technical College, 1983, Six sections individually paginated.

Format: Hard Copy

Availability: Devonport Technical College, Valley Road, Devonport, Tas. 7310

Price: 6.00 (Hard Copy)

Descriptors: Building Trades; Semi Skilled Occupations; Study Guides

Abstract: A student guide to the various types of equipment currently available for use by builders' labourers, in relation to the basic principles and conditions of the average building site. The guide does not intend to teach mechanical principles, but is an adjunct to basic skills practical training and deals mainly with the type of work for which each piece of equipment is best suited and the possibility of improvisation where necessary. The information is illustrated with descriptive examples of equipment and its correct use, and has been gleaned from various trade and technical advertising materials. It is presented in six sections - Safety in Practice, Hand Tools and Equipment, Plant and Equipment used for Construction, Formwork, Concreting and Reinforcing Steel for Concrete.

TD 1161
State Clearinghouse: TAS 8.13

Tasmania. Education Dept. Div. of TAFE
Need, demand and relevance of the proposed course - Automotive Thermoplastic repairing. Hobart: 1984, 17p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Course Review; Occupational Survey; TAFE

Abstract: This document was prepared as a result of a questionnaire circulated to businesses thought to be interested in the repair and fabrication of thermoplastic items on motor vehicles. The purpose was to establish if there was a need, demand and relevance for a projected course of this nature to be conducted at the Hobart Technical College. This information is required by TAFE before any proposed course can be developed.

The document includes the questionnaire, responses, a breakdown of responses, listing of those approached and a statistical breakdown of the apparent demand for the course. Conclusions based on this exercise are not included.

TD 1162
State Clearinghouse: TAS 8.14

Riddell V; McKibben N
Report on industrial survey for Commerce and Secretarial Studies. Hobart: Education Dept of Tasmania, Div of TAFE, 1984, 11p. plus appendices

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Business Occupations; Course Review; Occupational Survey; Secretaries; TAFE

Abstract: The survey on which this report is based was conducted to determine the needs of the business and industrial communities for training and re-training of new and existing staff in commerce/secretarial areas.

One of its prime objectives was to determine whether current courses were relevant, since no such survey had been conducted on a statewide basis before.

The survey took the form of a questionnaire, compiled after input from college staff throughout the State. The questionnaire was conducted by interview, and a total of 152 responses was received. The report includes the questionnaire, statistical breakdown of responses, findings, conclusions and recommendations.

TD 1163
State Clearinghouse: TAS 8.15

Tasmania. Education Dept. Div. of TAFE
Certificate in Photography Syllabus. Hobart: 1984, 26p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Certificate Courses; Curriculum Development; TAFE

Abstract: This course, which presents a logical development of photographic knowledge, may be completed by part-time study over three or more years. The syllabus, issued in January, 1984, contains full information on goals, admission, hours per week, examination requirements, subject content, text book and references.

Subjects covered are:

Stage One - Photography I; History of Art and Photography; Mechanics of Photographic Equipment; Design and Interpretation (Photography); Printing Processes and Reproduction.

Stage Two - Photography II; Business Practices (Photography); Audio-Visual Presentation; Portrait Photography I; Project I.

Stage Three - Commercial Photography; Portrait Photography II; Scientific and Technical Photography; Laboratory Techniques; Photographic Testing and Evaluation; Motion Picture - Photography; Project II.

TD 1164
State Clearinghouse: TAS 8.16

Tasmania. Education Dept. Div. of TAFE
Small Business Management Syllabus. Hobart: 1984, 14p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Business Education; Course Descriptions; Curriculum Guides; TAFE

Abstract: This course, introduced on 1 March, 1984, was developed to fulfil the special educational needs of small business owners and people intending to operate their own business. The syllabus contains such essential information as aims and objectives, entry requirements, duration, assessment requirements and awards, and details of the three subjects - Success in Small Business; Maintaining Cash Records; Marketing and Selling. Prescribed text books for each subject are listed, as are planned student benefits, number of hours required, and a complete breakdown of all subject content.

TD 1165
State Clearinghouse: TAS 8.17

Tasmania. Education Dept. Div. of TAFE
Wood heater installing. Hobart: 1984, 6p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Course Descriptions; Curriculum Guides; Heating; TAFE

Abstract: This course was introduced to train people to install wood heating equipment in domestic and other buildings. The training details correct installation principles, and codes and safety requirements. The syllabus, issued 1 January, 1984, contains full information on entry requirements, course duration (17 weeks), examination and assessment requirements, texts, and award. Subjects are Wood Heater Installing Theory and Design; and Wood Heater Installing Practice.

TD 1166
State Clearinghouse: TAS 8.18

Tasmania. Education Dept. Div. of TAFE
Need, demand and relevance of the proposed course 'Wood Heater Installing'. Hobart: 1984, 32p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Course Review; Heating; Occupational Review

Abstract: This document was prepared as the result of a questionnaire circulated to business organisations and individuals concerned with the installation of wood heaters. The purpose of the questionnaire was to establish if there was a need, demand and relevance for a proposed course on wood heater installation at Hobart Technical College. This information is required by TAFE before any proposed course can be developed. The document contains the questionnaire, responses from those who completed it, comments from some of the respondents and a list of names and addresses of those approached. As a result of this review a course was developed.

TD 1167
State Clearinghouse: TAS 8.19

Tasmania. Education Dept. Div. of TAFE
Evaluation of Library Technician Certificate Course. Hobart: 1984, 95p.

Format: M-fiche

Availability: Tasmanian TAFE Clearinghouse

Price: Free

Descriptors: Curriculum Review; Library Education; Library Technicians; Occupational Survey; TAFE

Abstract: This is a review of the Library Technician Certificate course which has been running for the past few years at Tasmanian TAFE Colleges.

It is an evaluation of the course based on questionnaire responses from people who have studied part or whole of the course, and employers. A total of 166 questionnaires were distributed, and the results of 54 responses are recorded - 41 from students and 13 from employers. The evaluation includes summaries of responses and a copy of the questionnaire, which was compiled by TAFE Curriculum Services.

TD 1168
State Clearinghouse: ACT 8.1

Australia. Dept of Education and Youth Affairs
Asian language notes No.5: Some likely areas of difficulty for Asian learners of English-Korean. Canberra: 1984, 24p.
ISBN 0644029064

Format: Hard Copy

Availability: ACT TAFE Clearinghouse

Price: Free

Series: Occasional paper No.5.

Descriptors: English (Second Language); Learning Problems; Migrant Adult Education; Teaching Guides

Identifiers: Adult Migrant Education; Asian Refugees; Korean

Abstract: This document furthers the series commenced with TD 291. It provides teachers of Korean refugees with an indication of difficulties likely to be encountered with pronunciation and structures of English. Reasons for difficulties are given and remediation strategies suggested.

TD 1169
State Clearinghouse: ACT 8.2

Australia. Dept of Education
Further guidelines for teachers of Asian refugees. Canberra: 1983, 25p.
ISBN 0644020423

Format: Hard Copy

Availability: ACT TAFE Clearinghouse

Price: Free

Descriptors: English (Second Language); Learning Problems; Migrant Adult Education

Identifiers: Adult Migrant Education; Asian Refugees

Abstract: This booklet has been prepared in order to provide information about the cultural backgrounds of Vietnamese, Laotian and Kampuchean students. It also deals with some additional specific areas of difficulty in English which students from these language groups are likely to experience. A bibliography of 13 documents is included.

TD 1170
State Clearinghouse: ACT 8.3

Hackett P
An evaluation of three pre-employment transition courses. Canberra: Canberra TAFE College, 1983, 128p. plus appendices (79p.)

Format: Hard Copy

Availability: ACT TAFE Clearinghouse

Price: Free

Descriptors: Curriculum Evaluation; Transition Programs

Identifiers: Pre-vocational (Trade based) Courses

Abstract: This evaluation examines three pre-employment transition courses which were conducted at Canberra TAFE College during 1983 viz: (a) Office Assistant Course; (b) Introductory Welding Course; (c) The Geo-Science Field Hand Course.

The objectives of the evaluation were: (a) to determine student attainments: skills acquisition and levels of proficiency; (b) applicability to employment prospects; (c) students' perception of program.

TD 1171
State Clearinghouse: ACT 8.4

Harvey G J
Non-vocational adult education. Canberra: Dept of Education and Youth Affairs, 1983, 45p. plus appendices (32p.)
ISBN 0642895678
ISSN 01562819

Format: Hard Copy

Availability: ACT TAFE Clearinghouse

Price: Free

Series: (Occasional Paper n. 10)

Descriptors: Adult Education; Bibliographies

Ideatifiers: Non-occupational Courses

Abstract: This study was undertaken with the Australian Association of Adult Education. It is a preliminary report on studies conducted during the Australian Association of Adult Education Conference (1982) in conjunction with the Special Interest Group on non-vocational adult education. Its purpose was to review non-vocational adult education.

This study was based on a group discussion; a delphic study; an evaluation.

There are four appendices viz: (a) Non-vocational Adult Education Interest Group Paper; (b) Interest Group Discussions Summary; (c) Preliminary Survey of Ideas and Attitudes; (d) Non-vocational Adult Education: A selected bibliography of Australian Published Works 1877-1982.
(See also TD 1172.)

TD 1172
State Clearinghouse: ACT 8.5

Ibbotson P J
TAFE and its origins. Canberra: Dept of Education and Youth Affairs, 1983, 10p.
ISBN 0642895678
ISSN 01562819

Format: Hard Copy

Availability: ACT TAFE Clearinghouse

Price: Free

Series: (Occasional Paper n. 10)

Descriptors: Educational History; TAFE

Abstract: This was an address to the Bruce TAFE College 6th Graduation Ceremony in April 1983. It examines what was achieved prior to 1974; subsequent trends after publication of the Kangan Report, the future role of TAFE in Australia.
(See also TD 1171.)

TD 1173
State Clearinghouse: ACT 8.6

Bradley W (ed)
ACT papers in Technical and Further Education. Canberra: Canberra College of Advanced Education, 1984, 210p.
ISSN 07264763

Format: Hard Copy

Availability: Dr Richard Brown, School of Education, Canberra College of Advanced Education, PO Box 1, Belconnen, ACT 2616

Price: 5.50 (Hard Copy)

Series: (ACT Papers in Technical and Further Education No. 3)

Descriptors: Adult Learning; Curriculum; Education; TAFE

Identifiers: Distance Education; Field Instruction; Peer Evaluation

Abstract: This collection constitutes Volume 3 of the series and includes:

(a) Evaluation: Computer aided learning; Small area farming; Police training; Training needs of an Aboriginal enterprise.

(b) Curriculum: Mastery learning; Office automation; Student attrition in adult secondary education; Extension education and communication; Technology; Teaching practice for engines test construction; Field excursions (Geology) Teaching aids.

(c) Adult learning.

(d) ACT Further Education: Interim ACT TAFE Authority; Administrative structures in TAFE college; Peer assessment and promotional elegibility in TAFE.

TD 1174
State Clearinghouse: ACT 8.7

Canberra College of Technical and Further Education
Skills for employment (for speakers of English as a second language). Canberra: 1984, 71p.

Format: M-fiche

Availability: ACT TAFE Clearinghouse

Price: Free

Descriptors: English (Second Language)

Identifiers: Automotive Mechanics; English As A Second Language; Office Occupations Training; Pre-vocational (Trade based) Courses; Welding

Abstract: The aim of this course (award level) is: (a) to enable students, for whom English is a second language, to become more proficient in the English language and numeracy; (b) to equip students with basic skills in specific vocations viz: welding, clerical, and motor maintenance; (c) to enable students to proceed to other TAFE courses or semi-skilled occupations; (d) education in community relations, child care.

Prospective students should have attained level 2 proficiency on the ASLPRS scale.

TD 1175
State Clearinghouse: ACT 8.8

Bradley W (ed)
ACT Papers in Technical and Further Education. Canberra: Canberra College of Advanced Education, 1983, 143p.
ISSN 07264763

Format: Hard Copy

Availability: Dr Richard Brown, School of Education, Canberra College of Advanced Education, PO Box 1 Belconnen, ACT 2616

Price: 4.50 (Hard Copy)

Series: (ACT Papers in Technical and Further Education No. 2)

Descriptors: Adult Learning; Curriculum; TAFE; Womens Education

Abstract: This collection of papers constitutes Volume 2 of the series and includes:

(a) Curriculum: Technology; Occupational analysis; Instructional hours; Transition program;

(b) Techniques: Staff development and industrial experience; Mastery testing; Search conferences; Self-paced learning; Plant clinics;

Adult learning: Teaching adults in tertiary institutions; Emotional response;

(d) Women in TAFE;

(e) Review of ACT Further Education.

TD 1176
State Clearinghouse: ACT 8.9

Canberra. College of Technical and Further Education. School of Engineering
Gas shielded arc welding. Canberra: 1983, 30p.

Format: M-fiche

Availability: ACT TAFE Clearinghouse

Price: Free

Descriptors: Curriculum; Industrial Education; Welding

Identifiers: Gas Welding; Post-trade Courses

Abstract: This course document outlines the objectives of the 4 subjects: MIG theory and practical, TIG theory and practical.

The course is designed to produce personnel competent in using the MIG and TIG welding processes on ferrous and non-ferrous materials to the standard of welder 'special class'.

TD 1177
State Clearinghouse: ACT 8.10

Canberra. College of Technical and Further Education. Dept of Geology, Geochemistry and Physics
Field Hand Geoscience. Canberra: 1983, 84p.

Format: M-fiche

Availability: ACT TAFE Clearinghouse

Price: Free

Descriptors: Curriculum; Earth Science

Identifiers: Field Hands; Mining Industry

Abstract: Curriculum for a 15-week full time course. The course aims to produce personnel with skills suited for employment in field based jobs in the mining industry.

TD 1178
State Clearinghouse: ACT 8.11

Canberra. College of Technical and Further Education. School of Business Studies
Office Assistant Course. Canberra: 1983, 28p.

Format: M-fiche

Availability: ACT TAFE Clearinghouse

Descriptors: Curriculum; Office Occupations Education

Abstract: Curriculum for a 12 week full-time course. Course offers the student rapid acquisition of office skills and familiarisation with work situations in an office environment.

TD 1179
TAFE National Centre: 8.13

National Task Force for Small Business
Small business education: Recommendations from the literature. Adelaide: TAFE National Centre for Research and Development, 1984, 37p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: Free

Descriptors: Business Education; Occupational Courses

Abstract: This document has been prepared by the National Task Force on Small Business established by the Conference of TAFE Directors on the recommendation of the Curriculum Projects Steering Group. The Task Force's objectives are to undertake a literature search of the area, to examine TAFE provision of Small Business programs and to develop (a) model(s) for future development and co-ordination of programs throughout the TAFE network. This document listing the recommendations from a number of reports on small business is the first outcome of this project. The reports examined are those by J. E. Bailey & S. M. Royston, P. J. Cuffley, E. Lund; the National Training Council; G. Meredith; the Ralph Committee; and A. J. Williams.

TD 1180
TAFE National Centre: 8.14

Hayes R; O'Sullivan J
Learning in in-plant training centres. Adelaide: TAFE National Centre for Research and Development, 1984, 25p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 4.00 (Hard Copy)

Series: (Commissioned Report 5)

Descriptors: Acceleration; Apprenticeships; Inplant Programs; Occupational Courses; Off The Job Training; On The Job Training; Trade Courses

Identifiers: Electrical Fitters; Electrical Mechanics; Fitting and Machining; Motor Mechanics; Sheetmetal; Skills Centres

Abstract: This study set out to determine the components of effective in-plant training programs, in part by comparing the performances of apprentices during and at the end of the first year of various employer off-the-job and on-the-job programs.

The participant in this study were first year apprentices, all of whom attended Victorian TAFE colleges during 1983. Some of the apprentices were employed on-the-job, while the others were attached to in-plant off-the-job training centres. The trades involved were Fitting and Machining, Electrical Mechanics and Fitters, Motor Mechanics, and Sheetmetal.

Apprentices were tested on a battery of written tests at the beginning of the year to monitor entry level characteristics. Those in Fitting and Machining and Electrical trades were re-tested at the end of the year on tests of practical skills covered in the usual first year TAFE college syllabuses, and it was found that in all cases, accelerated apprentices performed better than non-accelerated. However, the results were not so clear cut for the training centre factor.

TD 1181
TAFE National Centre: 8.15

Hermann G D
Integrating trade education and training: the Alberta Department of Advanced Education and Manpower. Adelaide: TAFE National Centre for Research and Development, 1984,

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: Free

Descriptors: Integrated Curriculum; Trade Courses; Training

Identifiers: Skills Development

Abstract: This paper prepared by G. D. Hermann with contributions from P. Magelan addresses the issue of the integration of the 'technical education segment' (general education, theoretical base, practical program) and the 'training segment' (skills development, general industrial experience) of a trade program.

It suggests that there should be an agency whose responsibility includes the function of ensuring that such integration is achieved; such an agency could have some of the features of the Alberta Department of Advanced Education and Manpower.

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